



# Updating a Sample


The Update Sample page enables you to update sample information, update access to the sample, and generate data availability access.

**Updating data after it is Public**

Once data is made Public, you can update the data, but it will be retracted from Public, and you will need to submit it to the curator again for review.

1. Fill in the following information as needed.

 To export sample information, refer to [Exporting Sample Information to JSON or XML - include](#).

General Information Fields	Definition
Sample Name*	The name assigned to the sample (required).
Point of Contact*	<p>The site that is the source of the sample (required).</p> <p>Click <b>Edit</b> to edit current information. Click <b>Add</b> to add another point of contact.</p> <p>When you are done editing or adding the point of contact, confirm that you have read and understood the following message, and click <b>Save</b>.</p> <div><p>Enter only <i>public business-related</i> contact information into these fields (such as institutional points of contact used in public publications). <i>Do not</i> 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 <a href="mailto:caNanoLab-Support@isb-cgc.org">caNanoLab-Support@isb-cgc.org</a>.</p></div>
Keywords	Keyword(s) the submitter selected to associate with the selected sample.
Access to the Sample	<p>For more information, refer to <a href="#">Sharing a Sample with a User or Group</a> or <a href="#">Making a Sample Public</a>.</p> <div><b>If you do not add access</b><p>If you do not add access, this item remains private and only you, the owner, can view and/or modify it.</p></div>
Data Availability Metrics	For more information refer to <a href="#">Generating Data Availability Metrics</a> .

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](#).

2. Click **Update** when you are done editing the sample.

 You can also **Copy** and **Delete** the sample from the Update Sample page.