



Job Aid

Document G_90_J_12_A Author: Megan Lane Authorised: W Porau 6/06/22 Review: 6/06/25

Sample Registration in LIMS

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Step 1. Go to **Samples** page



Step 2. Click **Add Sample**



Step 3. Record details as per the paper request form

- Mandatory fields are marked by **blue label** and a red star *

Step 4. Click **Save**



Step 5. Select **Number of copies** required for labels

and **Print**