



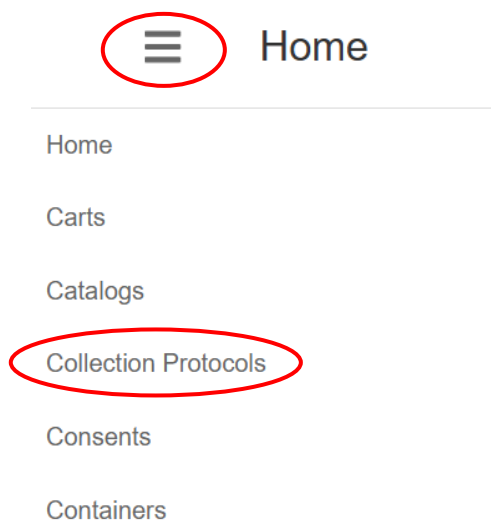
## Manually Enter Specimen Data into OpenSpecimen

Whether you're working in a clinical lab, field station, or museum archive, this guide walks you through manually entering specimen data into the system.

### How to Enter Specimen Data

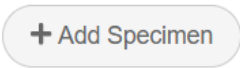
#### Step 1: Open the relevant Collection Protocol (CP)

1. From the LHS Home Menu, navigate to **Collection Protocols**.





2. Click on the **Collection Protocol** that matches your research project or ethics-approved study.

#### Add a Specimen


3. Inside the protocol, click . A data entry form will appear.

## Fill in Specimen Details

4. Complete the form with key information, including:
  - **Specimen Label** – a unique ID (e.g. FLU2025-001) (Please note this will only appear if you do not have auto-generated labels set up).
  - **Specimen Type** – e.g. **blood, soil, tissue, rock**
  - **Collection Date/Time**
  - **Location** – If you know where the Specimen is going for storage, you can add the Location now. You can either click on the Drop Down arrow and pick from the options listed or you can click on the Magnifying Glass to the RHS. Any Containers which have been configured as part of the Collection Protocol will load and be listed here. Click on  next to the appropriate container location.
  - **Collector Name** – person who collected the specimen (Only users who have been set up in the system can be added here. If the Collector has not been added as a User, you may need to select a different name and reference the Collector in the Comments.
  - **Comments** – e.g. include ethics reference, field conditions, transport details, Collector Name (if required).

 **Notes:** Some varying fields may be displayed, depending on how the Collection Protocol has been setup and if there are any custom fields attached.

If you require any extra fields to capture additional data, please put a message on the OpenSpecimen User Group Teams chat. A member of the OpenSpecimen Project Team will respond to your query within 24 hours.

 **Tip:** Use consistent naming conventions (e.g. project codes, collection dates) to simplify tracking later.

## Save your Entry

5. Review your entries for accuracy.
6. Click **Save** or **Submit** to store the record in OpenSpecimen.

## Repeat for Additional Specimens

7. Follow the same steps to enter each new specimen. You can add as many as needed.

## Review your Entries

8. After you click **Submit** to add a new specimen record, you'll be taken to the *Specimen List View* screen. From there, you can check that your newly added specimens appear correctly.

## Tips for Manual Entry at Flinders

- Use Flinders-specific identifiers (e.g. ethics approval codes, lab acronyms).
- For large batches, ask about **bulk upload options** to save time.

## Need Help?

Try the OpenSpecimen AI Help Tool to get quick answers, step-by-step guidance, and help navigating features like Collection Protocols.

**Refer to the 'Using the AI Helpdesk Tool In OpenSpecimen User Guide' for instructions on how to set up the OpenSpecimen Helpdesk Tool.**

If you have questions or need further assistance as you work through the Onboarding kit, please post your query as a chat in the *OpenSpecimen Onboarding Team page*.

A member of the OpenSpecimen Project Team will respond within 24 hours.