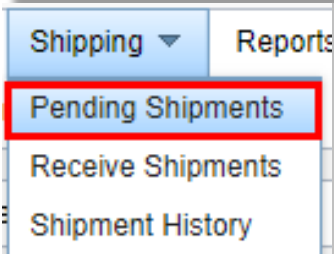
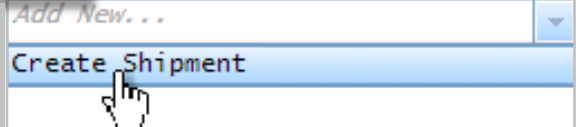


Creating Shipments



The **Pending Shipments** option in the **Shipping** menu bar allows the user to set up new shipping batches and to view other pending shipments



By selecting **Create Shipment** in the **Add New** box, the user is able to define information for a new batch.

Pending Shipment Preview

Pending Shipment Preview

Batch Number 5

General | Shipping Destination | Contact at Sending Lab | Shipment Notes | Shipment Contents

Shipment Date: 22/Aug/2018
 Format: LDMS
 Temperature: Dry Ice

General information, Shipping Destination, Contact at Sending Lab, Shipment Notes, and Shipment Contents are all in the **Pending Shipment Preview** page. At the bottom of the menu are the **Save** and **Ship** buttons

The **Shipment Contents** tab is used to add boxes from your freezer to a batch. Click **Add New** above the **Storage Containers** grid to browse your freezer.

Pending Shipments

Batch Number	Shipment Format	Destination Lab	Shipment Temperature	Setup Date	Shipment Date	QA/QC	
5	LDMS	999	Dry Ice	23/Aug/2018	22/Aug/2018	Not Performed	Edit/Ship

The **Edit/Ship** button opens the **Pending Shipment Preview** page and is used to setup the shipment. This page is also used to generate the shipping file (**Ship** button).

