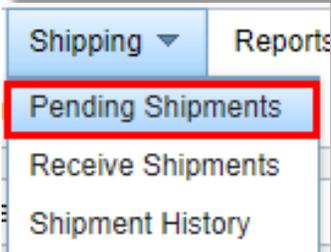
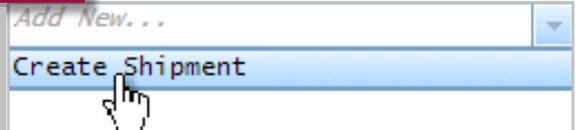


Creating Shipments



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

Shipment Number 25

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.

Ship Save Close

Pending Shipments

Shipment Number	Shipment Format	Destination Lab	Shipment Temperature	Setup Date	Shipment Date	QA/QC	
25	Cross-LIMS Manifest	512	Dry Ice	23/Sep/2019	01/Oct/2019	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).

Edit/Ship ▼

- Generate Manifest
- Batch Storage Report
- Shipping Container Report
- Assign Tests
- Print labels
- QA/QC**
- QA/QC report
- Delete

The **QA/QC** process verifies the physical shipping container against the manifest prior to shipping. Use the **Edit/Ship dropdown menu** to access the **QA/QC Entry** window. Take the sample from the position that is displayed and scan. For PBMCs, scan one random vial per row. Completely scan all other containers.

QA/QC

QA/QC Entry

Select a container: **706 PLA SER box 1**

Container 1 of 1

	1	2	3	4	5	6	7	8	9
1	?	?	?	?	?	?	?	?	?
2	?	?	?	?	?	?	?	?	?
3	?	?	?	?	?	?	?	?	?
4	?	?	?	?	?	?	?	?	?
5	?	?	?	?	?	?	?	?	?
6	?	?	?	?	?	?	?	?	?
7	?	?	?	?	?	?	?	?	?
8	?	?	?	?	?	?	?	?	?
9									

Position (Row/Column) 1,1
Global Specimen ID 0500-000M4K00-005
Scanned Global Specimen ID
Performed By
Other Specimen ID

Comments

Specimen ID
Primary BLD
Additive SST
Derivative SER
Sub Add/Der N/A
Project VTN
ID1 / PID 140400479
ID2 / PROTOCOL 704.0
Collection Date 20/Sep/2019
Collection Time 11:00
Additional Time
Visit 2 Vst
Volume 1 ML

Pass Specimen (Alt+P) Fail Specimen (Alt+F)

Performed By AL
Date 23/Sep/2019
Fill Order Left to Right, Top to Bottom
Container Type Storage

Save **Cancel**

Shipping File and Documentation

Shipping Manifest Batch Number: 2
QA/QC Complete Shipped: Yes Ship Date: 01/Oct/2018
Setup Date: 01/Oct/2018

Shipped From:		Shipped To:	
Lab ID:	999	Lab ID:	999
Lab Name:	Bioscience Research Institute, (BRI) 9410 Key West Avenue, First Floor	Lab Name:	Bioscience Research Institute, (BRI) 9410 Key West Avenue, First Floor
Country:	United States	Country:	United States
Contact:	John Ward	Contact:	John Ward
Phone #:	(301) 881-7438	Phone #:	(301) 881-7438
Fax #:	(301) 770-8111	Fax #:	(301) 770-8111
E-mail:	brspository@brison.com	E-mail:	brspository@brison.com

Number of specimens: 68
Comments:

Shipping Manifest Box Name: EUS332 box 1
Batch Number: 2 Setup Date: 01/Oct/2018 Shipped: Yes Ship Date: 01/Oct/2018

Spec ID	Global Spec ID	Project/Prot	PID/ID1	VD	Clinic	Date	Time	Prim	Add	Der	AD	Volume	Pos
9005-00004E00-001	REPRIEVE A5332 01234568	0 Ent	101	24Apr/2015	13:00	BLD	SPO	PL1	N/A	1.8	M.L.	1	
9005-00005K00-001	REPRIEVE A5332 01234568	0 Ent	101	24Apr/2015	10:00	URN	NON	URN	N/A	1.8	M.L.	2	
9005-00007R00-001	REPRIEVE A5332 01234568	12 Mo	101	06May/2016	10:00	BLD	SST	SER	N/A	1.8	M.L.	4	
9005-00008P00-001	REPRIEVE A5332 01234568	12 Mo	101	06May/2016	10:00	BLD	SPO	PL1	N/A	1.8	M.L.	4	
9005-00009D00-001	REPRIEVE A5332 01234568	12 Mo	101	06May/2016	10:00	BLD	SST	SER	N/A	1.8	M.L.	4	

After clicking the **Ship** button in the **Pending Shipment Preview** page, the **shipping file** is generated and downloaded and the shipment is moved to the **Shipment History** page. In **Shipment History**, the **View** button drop-down menu allows you to generate the **Manifest** and **Shipping Container Report**. You can also re-download the Shipping File, if a new copy is needed.

Shipment History

Shipment Number	Shipment Type	Shipment Format	Destination Lab	Sending Lab	Shipment Temperature	Setup Date	Shipment Date	Shipment	View
2	Sent	LDMS	999	9005	Dry Ice	01/Oct/2018	01/Oct/2018		View ▼
1	Sent	LDMS	999	9005	Dry Ice	20/Sep/2018			View ▼

View ▼

- Generate Manifest
- Batch Storage Report
- Shipping Container Report
- Print labels
- QA/QC
- QA/QC report
- Unship
- Download shipping file

Shipping Container Report Batch Number: 2 Legend:

Shipping Box: EUS332 box 1 Box Size: 9 X 9 Sorted by:

1	2	3	4	5	6	7	8	9
1	X	X	X	X	X	X	X	X
2	X	X	X	X	X	X	X	X
3	X	X	X	X	X	X	X	X
4	X	X	X	X	X	X	X	X
5	X	X	X	X	X	X	X	X
6	X	X	X	X	X	X	X	X
7	X	X	X	X	X	X	X	X
8	X	X	X	X	X	X	X	X
9	X	X	X	X	X	X	X	X

A hard copy of the **Shipping Manifest** and **Shipping Container Report** must accompany the physical shipment



LDMS User Support
Phone: 716-834-0900 x7311
E-mail: ldms@fstrf.org
www.ldms.org/contact/

Notes