

### Importing a Batch

View Shipment | Setup Shipment | Shipment Destination | **Import** | Shipment QA/QC

Shipment Type:  Shipment No.:

1. Click on the **Import** tab.
2. Enter the **Shipping Batch** number from the sending lab in the **Shipment No.** field.
3. Click **Import**.
4. Locate the LDMS Shipping File in the LDMS folder on the flash drive, via the dialog box that populates. Open the file folder and double click on the shipping file. The specimens contained in the shipping file will populate the specimen grid of the Import tab.

Specimen ID	Global Spec ID	Prim	Der	Add	Spec Time	Spec Date	Volume	Condition	Test	Position	PID/ID1	Stored	
1 500V05000007	GEQ00005-02	BLD	PL2	EDT	08:15	10/Jan/2005	1	SAT	Satisfactory	No	A.002	0111111C	No
2 500V05000046	KEQ00022-01	BLD	PL2	EDT	09:12	22/Dec/2004	2	SAT	Satisfactory	No	A.003	0333333I	No
3 500V05000046	KEQ00022-02	BLD	PL2	EDT	09:12	22/Dec/2004	2	SAT	Satisfactory	No	A.004	0333333I	No
4 500V05000052	FEQ0003Y-01	BLD	PL2	EDT	09:15	17/Jan/2005	2	SAT	Satisfactory	Yes	A.005	0999999L	No
5 500V05000052	FEQ0003Y-02	BLD	PL2	EDT	09:15	17/Jan/2005	3	SAT	Satisfactory	Yes	A.006	0999999L	No
6 500V05000056	EEQ00044-02	BLD	PL2	EDT	12:18	08/Mar/2005	2	SAT	Satisfactory	Yes	A.007	0222222F	No
7 500V05000061	JEQ00049-01	BLD	PL2	EDT	08:00	22/Feb/2005	2	SAT	Satisfactory	Yes	A.008	0333333I	No
8 500V05000061	JEQ00049-02	BLD	PL2	EDT	08:00	22/Feb/2005	3	SAT	Satisfactory	No	A.009	0333333I	No
9 500V05000084	FEQ0005X-01	BLD	PL2	EDT	13:13	02/Mar/2005	1	SAT	Satisfactory	Yes	B.001	0888888I	No
10 500V05000086	JEQ00070-01	BLD	PL2	EDT	09:00	09/Mar/2005	1	SAT	Satisfactory	Yes	B.002	0888888I	No
11 500V05000099	DEQ00080-01	BLD	PL2	EDT	09:00	22/Mar/2005	1.1	SAT	Satisfactory	No	B.003	0333333I	No
12 500V05000099	DEQ00080-02	BLD	PL2	EDT	09:00	22/Mar/2005	1.1	SAT	Satisfactory	Yes	B.004	0333333I	No
13 500V05000103	AEQ00083-01	BLD	PL2	EDT	09:22	05/Apr/2005	1	SAT	Satisfactory	No	B.005	0333333I	No
14 500V05000103	AEQ00083-02	BLD	PL2	EDT	09:22	05/Apr/2005	1	SAT	Satisfactory	No	B.006	0333333I	No
15 500V05000107	DEQ00080-01	BLD	PL2	EDT	12:02	04/May/2005	1.5	SAT	Satisfactory	No	B.007	0333333I	No
16 500V05000107	DEQ00080-02	BLD	PL2	EDT	12:02	04/May/2005	1.5	SAT	Satisfactory	No	B.008	0333333I	No
17 500V05000112	HEQ00099-01	BLD	PL2	EDT	16:05	30/Jun/2005	1	SAT	Satisfactory	No	B.009	0333333I	No
18 500V05000112	HEQ00099-02	BLD	PL2	EDT	16:05	30/Jun/2005	1	SAT	Satisfactory	No	C.001	0333333I	No
19 500V05000114	AEQ0009D-01	BLD	PL2	EDT	09:14	10/Nov/2004	1	SAT	Satisfactory	No	C.002	0999999L	No
20 500V05000114	AEQ0009D-02	BLD	PL2	EDT	09:14	10/Nov/2004	1	SAT	Satisfactory	Yes	C.003	0999999L	No
21 500V05000116	FEQ0009H-01	BLD	PL2	EDT	12:30	15/Nov/2004	1	SAT	Satisfactory	Yes	C.004	0999999L	No

### QA/QC

- See Performing QA/QC on the Shipping Reference Guide
1. Click on the **Shipment QA/QC** tab
    - **Plasma:** Scan Positions A9, C8, F6 and H1 in each box
    - **DBS:** Scan ONE DBS card in each box
  2. When QA/QC is completed satisfactorily, return on the **Import** tab and click **Continue**.
- Any specimen failure requires QA/QC of the full box

	1	2	3	4	5	6	7	8	9
A									Scan
B									
C								Scan	
D									
E									
F					Scan				
G									
H	Scan								
I									EMPTY

## Import Options

Import Options

Select the condition of the specimens: SAT

350V18000008	--	[FAA006HW-01]	@	(001,001)	SAT
350V18000008	--	[FAA006HW-02]	@	(001,002)	SAT
350V18000008	--	[FAA006HW-03]	@	(001,003)	SAT
350V18000008	--	[FAA006HW-04]	@	(001,004)	SAT
350V18000008	--	[FAA006HW-05]	@	(001,005)	SAT
350V18000009	--	[FAA006HW-06]	@	(001,006)	SAT
350V18000009	--	[FAA006HW-07]	@	(001,007)	SAT
350V18000009	--	[FAA006HW-08]	@	(001,008)	SAT
350V18000009	--	[FAA006HW-09]	@	(001,009)	SAT
350V18000009	--	[FAA006HW-10]	@	(002,001)	SAT

Import associated Test (Assay) Setup Information?  Yes  No

Select a shipping temperature: Techni Ice

The sending lab has indicated that this shipment's temperature is Techni Ice.

Automatically import boxes into Storage?  Yes  No

Automatically imported boxes will be placed in a temporary, virtual freezer called SHIPPING IMPORT.

OK Cancel

1. Set the Shipping Temperature to Techni Ice
2. Set Automatically import boxes into Storage to Yes
3. [Only if needed] To change the condition code. Highlight the specimen(s) and change the condition code in the drop down

## Storage: Shipping Import Freezer

Storage Structure

Storage	Coordinates
[-] SATELLITE LAB FREEZER	
[-] SHIPPING IMPORT FREEZER	
[-] Rack -Batch 121 Lab 701	
[-] DBS-P Zw001 001	
[-] PLA-P AL1 Zw001 001	

1. Imported boxes will automatically be placed in the **Shipping Import Freezer** in Storage
2. The shipment will be placed on a new **Rack**, named with the **Batch number** and **Sending Lab ID**.
3. The boxes will retain their original name

## Storage: Move tab

1. Highlight an imported box (or multiple boxes, using the Ctrl button)
2. Drag the box(es) to the destination rack
3. Select Auto All to place it in the next available position

Main View Container View **Move** Configuration Freezer Cfg Bulk Add

Storage Structure	Coordinates	Destination	Coordinates
[-] -80 FREEZER		[-] -80 FREEZER	
[-] -80 FREEZER PLASMA		[-] -80 FREEZER PLASMA	
[-] CENTRAL LAB FREEZER		[-] CENTRAL LAB FREEZER	
[-] CHEST		[-] SHELF 1 POSITIVE PLASMA	
[-] LIQUID NITROGEN TANK		[-] PLASMA ALIQUOT 1	
[-] SHIPPING IMPORT FREEZER		[-] PLASMA ALIQUOT 2	
[-] Rack -Batch 121 Lab 999		[-] PLASMA ALIQUOT 3,4	
[-] DBS-P Zw001 001		[-] SHELF 2 POSITIVE DBS	
[-] 500V15000024 GEQ006F1-06	B,001	[-] RACK 1	
[-] 500V15000024 GEQ006F1-05	A,001	[-] RACK 2	
[-] PLA-P AL1 Zw001 001		[-] RACK 3	
		[-] SHELF 3 NEGATIVE PLASMA	
		[-] SHELF 4 NEGATIVE DBS	
		[-] CHEST	
		[-] LIQUID NITROGEN TANK	
		[-] SHIPPING IMPORT FREEZER	



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