

Storage Tree

Storage	Coordinates	
PHIA SAT LAB FREEZER		Freezer
SHELF 1 POSITIVE PLASMA		Shelf
PLASMA ALIQUOT 1		Rack
PLA-P AL1 HT001 0001	A,005	Container
PLASMA ALIQUOT 2	A,005	
PLA-P AL2 HT001 0001	A,005	
PLASMA ALIQUOT 3,4	A,005	
PLA-P AL3 HT001 0001	A,005	
SHELF 2 POSITIVE DBS		
PHIA Rack 1		
DBS-P HT001 001	A,005	
PHIA Rack 2		
PHIA Rack 3		
SHELF 3 NEGATIVE PLASMA		
PHIA Rack 1		
PLA-N HT001 001	A,005	
PHIA Rack 2		
PHIA Rack 3		
SHELF 4 NEGATIVE DBS		
PHIA Rack 1		
DBS-N HT001 001	A,005	
PHIA Rack 2		
PHIA Rack 3		

PHIA specimens are to be stored by **HIVRT** result:

Shelf 1: **Positive Plasma** (aliquots separated by rack)

- Rack 1: Aliquot 1
- Rack 2: Aliquot 2
- Rack 3: Aliquots 3, 4

Shelf 2: **Positive DBS**

Shelf 3: **Negative Plasma** (aliquots stored sequentially)

Shelf 4: **Negative DBS**

Boxes are to be named with the following convention:

<Sample Type>dash<HIVRT result> <aliquot*> <clinic ID> <Box #>

*positive plasma samples, only

- PLA-P AL1 XX201 0001
 - AL1=aliquot 1
 - AL2=aliquot 2
 - AL3=aliquot 3,4
- DBS-P XX201 0001
- PLA-N XX201 0001
- DBS-N XX201 0001

Adding Specimens to Storage

The screenshot shows the 'Bulk Add' window in the LDMS software. The 'Storage Structure' tree on the left is expanded to 'SHELF 3 NEGATIVE PLASMA' > 'PHIA Rack 1'. A red arrow points to the 'Options' button at the bottom, with a callout box containing '1. Set Options'. Another red arrow points to the selected storage location in the tree, with a callout box containing '2. Click on box name'. A third red arrow points to a 'Storage Options' dialog box that is open, showing checkboxes for 'Set Frozen Date/Time to Current Date/Time' (checked), 'Skip Volume and Frozen Date/Time Adjustment' (unchecked), and 'Automatically Assign Positions' (checked). To the right, a 'Barcode' field contains a QR code and the text: 'BEQ000L7-01 XX123456 NEG RW000 01/Jan/2019 BLD EDT PL1'. A callout box labeled '3. Scan barcode' points to this field.

SHELF 3 NEGATIVE PLASMA	
PHIA Rack 1	
- PLA-N UG001 001	A,005
- PLA-N UG001 002	A,004
- PLA-N UG001 003	A,003
PHIA Rack 2	
PHIA Rack 3	
SHELF 4 NEGATIVE DBS	

Name:

Renaming Boxes

1. **Highlight** the box in the Storage Structure
2. **Click** the **Details** button
3. **Edit** the name displayed in the **Name** field
4. **Click** **Modify**

Marking Boxes to Ship

Details Simple Search Options

Shipped Checked

To remove shipped samples:



1. Go to the **Search** tab
2. On the left, near the center of the screen find the **Ship Check** button
3. Leave date fields blank and click **OK**

Adding Boxes

1. Click the **Add** button on the LDMS toolbar.
2. Click **Container** in the Add box that appears.
3. **Select** the box configuration.
4. Indicate how many boxes to add.
5. **Select** Auto All for box position on rack .
6. Enter the box name from the label.

Notes:

Details

Name: PLA-N ZW001 001
 Configuration: PHIA Plasma Box
 Label Type: Alphabetic Rows and Numeric Columns
 Coordinate Method: Row, Column
 Cols: 9 Rows: 9
 Position: 81
 Order Type: Left to Right, Top to Bottom

Spec Report
 Box Report
 Empty Storage Location Report
 Resequence
Mark to Ship

Sort Box by Protocol:

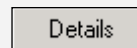
Name:

Edit Previous Storage Comments

Add New Storage Comment

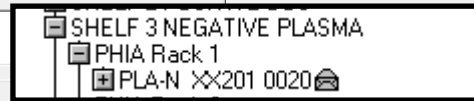
Modify Delete

When boxes are full, mark them for shipping:



Details —> **Mark to Ship**.

Marked boxes will display an envelope icon and are ready to add to a shipping batch.



Reports Module: Specimens Not in Storage

In the **Reports** module: **Category** = Storage, **Report** = Specimens Not in Storage

For Evening Shift : Field: **Derivative**; Operator: '='; Value: **PL1** Click the execute button

For Day Shift : **After DBS** cards have been scanned in, click the execute button to run the report with

NO search criteria

Report Selection:	Category
1	Specimen
2	Shipping
3	Storage
4	P24 Antigen
5	RNA PCR
6	DNA
7	Culture
8	MT-2
9	Pathogen

1	Storage Detail
2	Storage Count Report By Freezer
3	Specimens Not In Storage Report
4	Specimens Remaining in Storage
5	Specimens in Storage per PID
6	Inactive Storage Configurations Still In Use

Specimens Not in Storage Report

Searched on: Group = PHIA, Non ACTG Prot/ID2 = UGANDA

Group/Prot: PHIA UGANDA

Specimen ID	Spec ID	Pid/Id1	Spec Date	Pri	Add	Der
410V16000872	GC200BDF-01	UG123812	05/Oct/2015	BLD	EDT	PL1



LDMS User Support
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