

General Information

- **LDMS for the Web guides** are available for Specimen Management, Storage, and Shipping.
 - **Show all Reference Guides**
 - **discuss availability at the end of training**
- **LDMS for the Web** is an application used to log and track specimens collected for clinical trials. These specimens will be shipped for long-term storage at the repository
- **LDMS for the Web** manual is available **via Help in LDMS for the web.**
- **Access the application via www.webldms.org**
 - Use **Firefox, Chrome, or Internet Explorer** to access the website.
 - These browsers have been tested for LDMS for the Web.
- **Login ID and password** is managed by Frontier Science
 - Temporary password is only good for 24 hours; contact Frontier Science if it needs to be reset.
 - Password standards: Uppercase Letter, Lowercase letter, number, symbol
- Tabs for various modules: Specimen Management, Storage, Shipping, Reports, Labels, and Administration

User Management

Accounts for individual users are created and maintained by LDMS User Support. To perform the following tasks, you will need to contact LDMS User Support for assistance:

- Create New User
- Reset User Password
- Manage User Access

LDMS User Support

E-mail: ldmshelp@fstrf.org

Phone: (716) 834-0900 x7311

Specimen Management

The Specimen Management page allows you to manage the details of specimen records and related information for patient enrollments.

- Each participant's information is displayed on its own page
- Scroll arrow allows you to display other participant screens; scrolling through your database one participant at a time
 - Scroll bar allows you to fast forward through your database
- **Filters** (left-hand side) narrow the scope of the database
- **Use this page to view visit/sample information**
 - **Lab Processing Chart** outlines samples expected for particular visits
 - **This study has two LPCs one for ACTG sites and another for Non-Network sites**
 - View visit information for a particular study:
 - Visit name (ie. 0 Ent)
 - Collection date
 - Primary samples collected from the participant (**click to see aliquots associated with primary**)
 - Aliquots generated during processing of the primary tubes. These aliquots are what will be stored then shipped.
 - **Subsequent visits** will appear on the same page (**scroll through records to show an example**)
 - **Point out Patient information at top**
 - **Visit information mid screen**
 - **Primary grid** (only displays primaries from the highlighted visit above)
 - **Aliquot grid** (only displays aliquots from the highlighted primary above)
 - **Edit** opens page to allow for additional detail:
 - **Primary Edit; ▼ Talk through all fields**
 - **Processing Tech initials/Processing Date/Processing Time**
 - will cascade to the aliquots
 - **Aliquot Edit; ▼ Talk through all fields**
 - Frozen date/time
 - Reports can be generated to let you know if you completed all processing fields
 - Print labels
 - Global Specimen ID – **unique identifier; system-generated; -00, -01, 02, etc.**



- Used to QA/QC shipments, prior to shipping
- Various sample codes: hover for description

Quick Add

1. Select **Quick Add** from the **Specimen Management** menu bar.
2. Use the **Template Filters** to narrow the selection of available Templates by selecting REPRIEVE in the **Project** field
 - **Templates allow for quick data entry and will populate the expected collections and derivatives**

3. **Select the desired Template** from the available options. **Note any Template Comments.**
 - **The LPC notes the correct template to select, please ensure you have the correct LPC for your laboratory (ACTG or Non-Network)**

4. Enter the
 - **Participant Information (PID),**
 - **Clinic**
 - **SID**
 - **Draw Date (Date Collected from Participant)** in the appropriate sections.
 - **Prompted to cascade draw date to Received Dates for primary**

Patient Information	
Project	REPRIEVE *
PID	0789789I *
OPIDs	<input type="text"/> <input type="button" value="Add OPID"/>
	OPID
Enrollment Information	
PROTOCOL	A5332
Visit Information	
Clinic	201
SID	NOSID
Draw Date	23/Apr/2015 *
Visit Value	0 Ent

5. Enter the following in the Primary grid for each **Primary**:
 - **Draw Time (Time of Collection)**
 - **Received Time (Time received in Lab)**

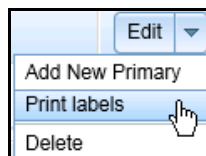
Note: copy/paste

6. Click **Add**. The **Success** message appears.

Note: *Processing information will be added after processing takes place.*

Printing Labels:

1. Click on **Specimen Management** and locate the record just entered, using **Patient Filters**.
2. Click the dropdown arrow at the **Visit** level and select **Print Labels**.



3. **Select REPRIEVE** in the **Format** box.
4. **Select** the **Laser Label 6** size.
5. Enter the number of label spaces that you wish to **Skip**. You may need to do this if using a sheet of labels that you have used previously (i.e., missing labels).
6. Click **Generate Labels**. A PDF file that contains the labels is generated.

0500-001N4D00-001 0222222F A5332 13/Feb/2015 09:00 BLD EDT BLD N/A 1.50 ML 0 Ent	0500-001N4D00-002 0222222F A5332 13/Feb/2015 09:00 BLD EDT BLD N/A 1.50 ML 0 Ent	0500-001N1F00-001 0222222F A5332 13/Feb/2015 09:00 BLD SST SER N/A 1.80 ML 0 Ent	0500-001N2H00-001 0222222F A5332 13/Feb/2015 09:00 BLD SST SER N/A 1.80 ML 0 Ent	0500-001N3G00-001 0222222F A5332 13/Feb/2015 09:00 BLD EDT PL1 N/A 1.80 ML 0 Ent
		0500-001N4D00-003 0222222F A5332 13/Feb/2015 09:00 BLD EDT BLD N/A 1.50 ML 0 Ent	0500-001N5J00-001 0222222F A5332 13/Feb/2015 09:00 BLD SPO PL1 N/A 1.80 ML 0 Ent	0500-001N6C00-001 0222222F A5332 13/Feb/2015 09:15 URN NON URN N/A 1.00 ML 0 Ent

Note the skipped label positions.

Once processing has been completed:

7. **Click Edit** to complete the following information for each **Primary**:
 - **Processing Tech Initials** (cascade to all aliquots of this primary)
 - **Processing Time** (cascade to all aliquots of this primary)

Note: Processing Date and Frozen Date default to Received Date
8. Click **SAVE**.
9. Click the **Edit** button next to **each Aliquot**. Enter the following:
 - **Frozen Date/Time** (**appropriate for each sample type**).
 - Adjust the following, as needed:
 - **Condition Code** - **Missing aliquot, QNS, etc**
 - **Comments**
 - **Reason Sample Not Collected**
 - **Aliquot volume**
10. Click **Save**.

Storage

Specimen Management	Storage	Shipping	Reports	Labels	Administration
---------------------	---------	----------	---------	--------	----------------

The Storage page is used to create a virtual representation of the storage structure at your lab. We will build a box, a shelf, and a Storage Structure.

NOTES:

- **Configuring these items should only need to happen one time in your lab.**
- REPRIEVE samples must be stored in freezers.

Configuring a Storage Container Template

1. Select **Container Templates** from the Storage menu bar item.
2. Configure the desired box specifications, indicating the following:
 - **Name,**
 - **Number of Rows,**
 - **Number of Columns,** and any desired order and labeling information.
3. Click **Save Template**. The newly-created container template will be available in the **Saved Templates** listing.

Container Templates

Saved Templates
REPRIEVE Box
▼
Add New..

Template Configuration

Name *

Number of Rows *

Number of Columns *

Positions Only

Coordinate Order

Column Labeling

Row Labeling

Fill Order Reset

Excluded Positions

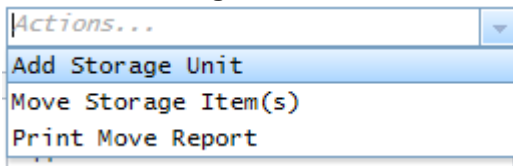
Preview

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

Save Template
Delete Template

Adding a Storage Unit

1. Select **Stored Samples** from the Storage menu bar item.
2. Select **Add Storage Unit** from the **Actions** box.



3. Define the following:
 - **Storage Unit Name**
 - **Type**
 - **Temperature**
 - **Rows (how many shelves)5**
 - **Columns, etc.**
4. Click **Save**.

- Click the **Edit dropdown** arrow to add levels (shelves) to the unit.

The screenshot shows a horizontal bar with a 'new' label on the left and an 'Edit' dropdown arrow on the right. The dropdown menu is open, showing three options: 'Add New Level', 'Print labels', and 'Delete'.

- Click **Add New Level** and define the shelf (**how many racks or boxes fit on the shelf**).

The 'Create Level' dialog box contains the following fields and options:

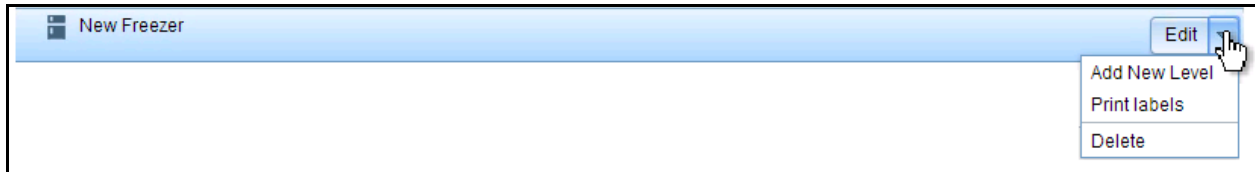
- From Template:** A dropdown menu.
- Name:** A text input field containing 'shelf' with a red asterisk indicating a required field.
- Number of Rows:** A numeric input field containing '1' with a red asterisk.
- Number of Columns:** A numeric input field containing '5' with a red asterisk.
- Positions Only:** A checked checkbox.
- Coordinate Order:** A dropdown menu set to 'Row/Column'.
- Column Labeling:** Two dropdown menus set to 'Alphabetic' and 'Left to Right'.
- Row Labeling:** Two dropdown menus set to 'Alphabetic' and 'Top to Bottom'.
- Fill Order:** A dropdown menu set to 'Left to Right, Top to Bottom' and a 'Reset' button.
- Excluded Positions:** A dropdown menu.
- Preview:** A grid showing a 2x5 layout. The top row has 5 empty blue cells. The bottom row has 5 cells, with the first cell empty and the next four cells numbered 1 through 5.

At the bottom right of the dialog are 'Continue' and 'Cancel' buttons.

Adding Additional Levels to the Storage Unit

Levels and containers can be added to an existing storage unit if space permits, based on its configuration.

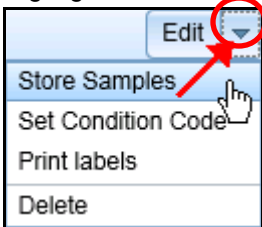
Note: If the storage unit is configured to hold 5 shelves and there are currently 5 shelves in the unit, you will not be able to add additional shelves.



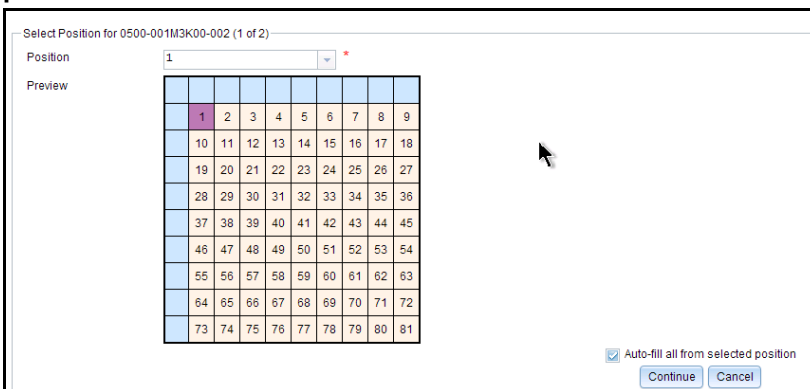
- Click the **Edit** selection box next to a shelf the **Storage Unit** to add additional **Levels** (shelves), if space permits in the freezer.
- Click the **Edit** selection box next to a **Shelf** to add additional **Containers**, if space permits on the shelf.

Storing Samples

1. Highlight the desired box and click the **Edit selection box (drop down arrow)**.



2. Select **Store Samples**.
3. Select **Patient Filters** to locate the new record. E.g., **Project, Received Date**
4. Specimens available to be stored will populate the **Available Specimens** grid.
5. Select the desired specimens by using **Ctrl** or **Shift** keys.
6. Click **Add**. The selected specimens **populate the Selected Specimens** grid
7. Click **Continue**.
8. Select the box position for the indicated specimen **or** click to select **Auto-fill all from selected position**. Click **Continue**.

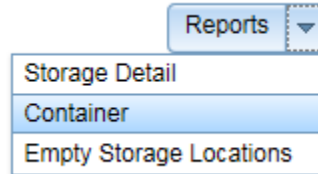


9. The samples will be stored in the designated positions within the box.



10. Click **Edit** for the box in which samples were just stored.

11. Click the **Report** dropdown arrow to generate the **Container Report** to assist in the physical storage of the specimens.



Reports

Generating Reports

Report Categories

Specimen

Report

Specimen Log Report

Filter Criteria

=

Field	Operator	Value	
Project	=	FRONTIER	<input type="button" value="Delete"/>
Specimen Date	=	22/Dec/2014	<input type="button" value="Delete"/>

File Type

PDF (*.pdf)

1. Click **Reports** on the **LDMS for the Web** menu bar.
2. **Select** a category in the **Report Categories** box.
3. **Select** a report in the **Report** box.
4. **Add** one or more filters to narrow down the information to be displayed on the report.
5. **File type should be set to .PDF.**
6. Click **Generate Report**. The report will be generated in the designated format. You may need to open or download the report, depending on your web browser's default.

Specimen Processing Report

Search by
REPRIEVE and
Received Date

Specimen Processing Report

Searched on: Project = REPRIEVE

PID/ID1	Project/Prot	SID/ID3	VID	Clinic	OPID								
0123456B	REPRIEVE A5332	A53321234L	0.00 Ent	A001									
Primary Spec ID	Global Spec ID	Other Spec ID	PRI	ADD	Volume	Spec Date	Spec Time	Rec Date	Rec Time	Total Cell Count	Proc Date	Proc Time	Proc By
	0500-001MXB00-000		BLD	SST	20.00 ML	12/Feb/2015	11:12	12/Feb/2015			12/Feb/2015		
Alliq Spec ID	Global Spec ID	Other Spec ID	DER	Sub A/D	Volume	Grp/Prot		Frozen Date	Frozen Time	Proc Date	Proc Time	Proc By	
	0500-001MXB00-001		SER	N/A	1.00 ML	REPRIEVE A5332		12/Feb/2015		12/Feb/2015			
	0500-001MXB00-002		SER	N/A	1.00 ML	REPRIEVE A5332		12/Feb/2015		12/Feb/2015			
	0500-001MXB00-003		SER	N/A	1.00 ML	REPRIEVE A5332		12/Feb/2015		12/Feb/2015			
	0500-001MXB00-004		SER	N/A	1.00 ML	REPRIEVE A5332		12/Feb/2015		12/Feb/2015			
	0500-001MXB00-005		SER	N/A	1.00 ML	REPRIEVE A5332		12/Feb/2015		12/Feb/2015			

Specimens Not in Storage Report

Specimens Not in Storage Report											
Searched on: Project = REPRIEVE											
Project/Prot: REPRIEVE A5332											
Specimen ID	Global Spec ID	Pid/ID1	Spec Date	Pri	Add	Der	Sub A/D	VID	Volume	Condition	Status
	0500-001M1J00-00	0789789I	16/Apr/2015	BLD	SST	SER	N/A	0.00 Ent	1.80 ML	SAT	Not Stored
	0500-001M2F00-00	0789789I	16/Apr/2015	BLD	SST	SER	N/A	0.00 Ent	1.80 ML	SAT	Not Stored
	0500-001M3K00-00	0789789I	16/Apr/2015	BLD	EDT	PL1	N/A	0.00 Ent	1.80 ML	SAT	Not Stored
	0500-001M4B00-00	0789789I	16/Apr/2015	BLD	EDT	BLD	N/A	0.00 Ent	1.50 ML	SAT	Not Stored
	0500-001M4B00-00	0789789I	16/Apr/2015	BLD	EDT	BLD	N/A	0.00 Ent	1.50 ML	SAT	Not Stored
	0500-001M4B00-00	0789789I	16/Apr/2015	BLD	EDT	BLD	N/A	0.00 Ent	1.50 ML	SAT	Not Stored
	0500-001M5G00-00	0789789I	16/Apr/2015	BLD	SPO	PL1	N/A	0.00 Ent	1.80 ML	SAT	Not Stored
	0500-001M6A00-00	0789789I	16/Apr/2015	URN	NON	URN	N/A	0.00 Ent	1.00 ML	SAT	Not Stored
	0500-001M7D00-00	0789789I	16/Apr/2015	BLD	SST	SER	N/A	12.00 Mo	1.80 ML	SAT	Not Stored
	0500-001M8H00-00	0789789I	16/Apr/2015	BLD	SPO	PL1	N/A	12.00 Mo	1.80 ML	SAT	Not Stored

Shipping

Creating New Shipments

1. Click on the **Shipping** menu bar item. The **Pending Shipments** page displays.
2. Select **Create Shipment** in the Actions box.

The screenshot shows a dropdown menu with 'Add New...' at the top and 'Create Shipment' as the selected option below it.

The **Pending Shipment Preview** window opens.

The screenshot shows the 'Create Shipment' window with the 'General' tab selected. The fields are: Shipment Date (24/Jan/2015), Format (LDMS), and Temperature (Dry Ice).

3. On the General tab, complete the **Shipment Date**, **Format**, and **Temperature** fields.
4. Click on the **Shipping Destination** tab.
 - Type **999** in the Lab Number field to locate **Biomedical Research Institute (BRI)**, the destination for REPRIEVE shipments.
 - Select the **Contact Person** for the shipment.

The screenshot shows the 'Create Shipment' window with the 'Shipping Destination' tab selected. The fields are: Lab Name (Biomedical Research Institute), Lab Number (999), LIMS Type (LDMS), Address Line 1 (12264 Wilkins Avenue, Bay F), City (Rockville), State (MD), Zip Code (20852), Country (United States), Contact Person (John Ward), Room Number, Phone Number ((301) 881-7636), Fax Number ((301) 770-9811), and E-mail (brirepositon@aol.com).

5. Click on the **Contact at Sending Lab** tab and complete the information: **Name**, **Phone Number**, and **E-mail**.
6. Enter any desired Shipment comments on the **Shipment Notes** tab.

Adding Storage Containers

1. Click to open the **Shipment Contents** tab.

2. Click **Add New** above the **Storage Containers** grid. The available **Storage Containers** appear.

3. Locate the desired storage container and click **Select** to add the Container to the shipment. The selected storage container will display in the **Pending Shipment Preview**.

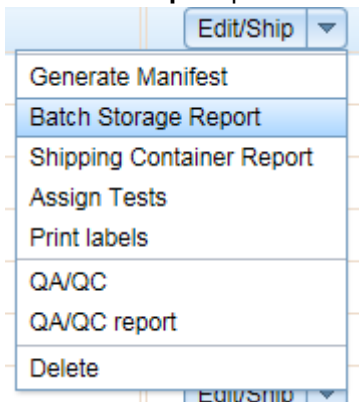
Note: If adding multiple containers, it will be necessary to click Add New and locate each container separately.

The screenshot shows the 'Shipment Contents' tab in the LIMS interface. It features two main sections: 'Shipping Boxes' and 'Storage Containers'. The 'Shipping Boxes' section has a table with columns: Rows, Columns, Labeling Order, Labeling Method, Fill Order, and Sort O. The 'Storage Containers' section has a table with a 'Container' column and 'Remove' buttons. Below the tables are buttons for 'Batch Storage Report', 'Shipping Container Report', and 'Print Labels'. At the bottom of the form are 'Ship', 'Save', and 'Close' buttons.

4. Scroll down. Click **Save** to save the batch. The new batch will appear in the **Pending Shipments** listing.

Generating Shipping Reports

1. Click **Edit/Ship** drop down arrow on the batch in the **Pending Shipments** listing.



- Select the **Batch Storage Report**. File type should be set to **.PDF** and click **Generate Report**.

Batch Storage Report												
Batch No. 138		Setup Date: 13/Feb/2015										
Specimen ID	Global Spec ID	Other Spec ID	Group/Prot	PID/ID1	VID	Spec Date	Spec Time	Prim	Add	Der	Sub A/D	Volume
Storage Location: REPRIEVE FREEZER / A5332 Rack / Serum / 001												
	0500-001N1F00-001		REPRIEVE A5332	0222222F	0.00 Ent	13/Feb/2015	9:00	BLD	SST	SER	N/A	1.80 ML
Storage Location: REPRIEVE FREEZER / A5332 Rack / Serum / 002												
	0500-001N2H00-001		REPRIEVE A5332	0222222F	0.00 Ent	13/Feb/2015	9:00	BLD	SST	SER	N/A	1.80 ML

- Next, repeat steps and select the **Shipping Container Report**. File type should be set to **.PDF** and click **Generate Report**.
- Save** this report, a printed copy should be included in the shipment

Shipping Container Report										Batch Number: 138		Legend:		
Box Size: 9 X 9	Sorted by:									Specimen ID	Print	Global Specimen ID	Add	
Shipping Box: Serum										Form/ID/Rev	Der	Specimen Harvest Date		
										Other Spec ID		PID/ID1		
										VID			Coord	
X	X	X	X	X	X	X	X	X	X					
073	074	075	076	077	078	079	080	081						
X	X	X	X	X	X	X	X	X	X					
064	065	066	067	068	069	070	071	072						
X	X	X	X	X	X	X	X	X	X					
055	056	057	058	059	060	061	062	063						
X	X	X	X	X	X	X	X	X	X					
046	047	048	049	050	051	052	053	054						
X	X	X	X	X	X	X	X	X	X					
037	038	039	040	041	042	043	044	045						
X	X	X	X	X	X	X	X	X	X					
028	029	030	031	032	033	034	035	036						
X	X	X	X	X	X	X	X	X	X					
019	020	021	022	023	024	025	026	027						
X	X	X	X	X	X	X	X	X	X					
010	011	012	013	014	015	016	017	018						
0500-001N1F00-001	0500-001N2H00-001	BLD								BLD				
REPRIEVE A5332	REPRIEVE A5332	SST								SST				
13FEB2015	13FEB2015	SER								SER				
			X	X	X	X	X	X	X					
0222222F	0222222F													
0.00 Ent	0.00 Ent		001	002	003	004	005	006	007	008	009			

Performing Shipment QA/QC

Batch Number	Shipment Format	Destination Lab	Shipment Temperature	Setup Date	Ship Dat
119	LDMS	999	Dry Ice	26/May/2015	26/May, Edit/Ship
<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> Generate Manifest Batch Storage Report Shipping Container Report Print labels QA/QC QA/QC report Delete </div>					

- Click the **Edit/Ship** dropdown arrow to select **QAQC**. The **QAQC Entry** window opens.

QA/QC Entry

Select a container:

Container 1 of 1

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

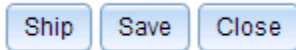
Fill Order: Top to Bottom, Left to Right
 Container Type: Storage

Position (Row/Column): 1,A
 Global Specimen ID: JEQ006DL-01
 Scanned Global Specimen ID: null
 Performed By:
 Other Specimen ID:
 Comments:
 Specimen ID: 500V15000010
 Primary: URN
 Additive: NON
 Derivative: URN
 Sub Add/Der: N/A
 Project: REPRIEVE
 ID1: 0999999L
 ID2: A5332
 Draw Date: 10/Mar/2015
 Draw Time: 08:55
 Time: null null
 Visit: 0 Ent
 Volume: 1 ML

2. Ensure the specimen in the physical location in the box agrees with the information displayed in the QA/QC Entry window. **Pass Specimen**, if they agree. **Fail Specimen**, if they do not. Click **Save**. Generate the QA/QC report, if desired.

Creating the Shipping File

1. Click the **Edit/Ship** button for the batch in the **Pending Shipments** list.



2. At the bottom of the **Pending Shipment Preview** page, scroll down, and click **Ship**. Click **OK**. The shipment message appears and the shipping file generates. **Save** the shipping file to the desired location.



This file must be sent to the Receiving lab. For shipments to BRI (Lab 999) this file should be emailed to the laboratory brirepository@afbr-bri.com.

Generating the Manifest Report

1. Select **Shipment History** in the Shipping menu listing.
2. Click the **View** button dropdown arrow and select **Generate Manifest**.
3. File type should be set to .PDF. Click **Generate Report**. Save the report to the desired location.
4. A printed copy of this report must be included in the shipment

Note: Report displays **QA/QC Complete**

**Shipping Manifest
QA/QC Complete**

Batch Number: 119

Setup Date: 26/May/2015

Shipped: Yes Ship Date: 26/May/2015

Shipped From:	Shipped To:
Lab ID:	Lab ID: 999
Lab Name:	Lab Name: Biomedical Research Institute (BRI) 12264 Wilkins Avenue, Bay F
	Rockville MD 20852
Country:	Country: United States
Contact:	Contact: John Ward
Phone #:	Phone #: (301) 881-7536
Fax #:	Fax #: (301) 770-9811
E-mail:	E-mail: brirepository@aol.com
Number of Specimens: 1	
Comments:	

Shipping Manifest

Box Name: A5332 URINE

Batch Number: 119

Setup Date: 26/May/2015

Shipped: Yes

Ship Date: 26/May/2015

Spec ID	Global Spec ID	Group/Prot	PID/ID1	VID	Clinic	Spec Date or Harvest Date	Spec Time	Prim	Add	Der	Sub A/D	Volume	Pos
500V15000010	JEQ006DL-01	REPRIEVE	A53320999999L	0 Ent	201	10/Mar/2015	08:55	URN	NON	URN	N/A	1 ML	1, A