

# LDMS™



Randomized Trial to Prevent Vascular Events in HIV

## Quick Reference Guide for Shipping in LDMS for the Web

### LDMS User Support

Phone: 716-834-0900 x7311

E-mail: [ldmshelp@fstrf.org](mailto:ldmshelp@fstrf.org)

[www.fstrf.org/ldms](http://www.fstrf.org/ldms)

[LDMS User Manual](#)

### LDMS Training Team

Phone: 716-834-0900 x7466

E-mail: [ldms.training@fstrf.org](mailto:ldms.training@fstrf.org)

## Fundamentals

- Ship to **BRI Repository**, as per assigned quarterly schedule.
- Ship all samples on hand at that time; partial boxes are acceptable.
- Select Storage Containers when setting up the shipping batch.
- Please see **Required Shipping Documents**

### SHIP SPECIMENS TO:

John Ward

Biomedical Research Institute (BRI)

9410 Key West Avenue, First Floor

Rockville, MD 20852

Phone (301)881-7636

Fax (301)770-9811

Email [brirepository@afbr-bri.com](mailto:brirepository@afbr-bri.com)

LDMS lab code: **999**

## Creating Shipments

The **Pending Shipments** option in the Shipping menu bar allows the user to set up new shipping batches and to view existing non-shipped batches.

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

In the **Pending Shipment Preview** window the user can add the shipment information, such as: Shipping Destination, Contact at Sending Lab, Shipment Notes, and Shipment Contents. **Use the Ship button in this window to generate the shipping file**

Ship Save Close

### Pending Shipments

Batch Number	Shipment Format	Destination Lab	Shipment Temperature	Setup Date	
149	LDMS	999	Dry Ice	26/Feb/2015	Edit/Ship
142	LDMS	999	Dry Ice	18/Feb/2015	Edit/Ship

Edit/Ship


The Edit/Ship button will open the **Pending Shipment** window. Use the dropdown arrow to access the **QA/QC** Window.

The **Shipment Contents** tab is used to add **Storage Containers** to a batch.


Click **Add New** to **Select** the desired boxes from the storage structure.



# Shipment History

Shipping

Pending Shipments The **View** button (  ) within the **Shipment History** menu item allows you to view the details of your shipment via the **Sent Shipment Review** page.

Receive Shipments

Shipment History The drop-down arrow (  ) allows you to **Generate the Manifest, Shipping Container Report, and re-create the Shipping File.**

Shipment Number	Shipment Type	Shipment Format	Destination Lab	Sending Lab	
149	Sent	LDMS	999	500	 

## QA/QC

## Required Shipping Documents

Select a container

Container 1 of 1

?	?	?	?	?	?	?	?	?
---	---	---	---	---	---	---	---	---

Position (Absolute) 1

Global Specimen ID 9005-001MSF00-001

Scanned Global Specimen ID null

Performed By

Other Specimen ID

Comments

Specimen ID null

Primary BLD

Additive SST

Derivative SER

Sub Add/Der N/A

Project REPRIEVE

ID1 0012345L

ID2 A5332

Collection Date 21/Apr/2016

Collection Time 07:00

Time null null

Visit 0 Ent

Volume 1.8 ML

Pass Specimen (Alt+P)

Fail Specimen (Alt+F)

Fill Order Left to Right, Top to Bottom

Container Type Shipment

Save Cancel

The **SM** and **SCR** must accompany the physical shipment to BRI:

- **SM= Shipping Manifest** (hard copy)
- **SCR= Shipping Container Report** (hard copy)
- **LDMS-generated encrypted Electronic Shipping File**

Create this encrypted file by clicking the **Ship** button in the **Pending Shipment Preview** window and saving onto your hard drive. Check your download settings to determine the file location. The electronic Shipping File should be emailed to **BRI** along with the notification of the incoming shipment.



**Shipping Manifest** Batch Number: 149

QA/QC Not Performed

Setup Date: 26/Feb/2015 Shipped: Yes Ship Date 26/Feb/2015

Shipped From:		Shipped To:	
Lab ID: 500	Lab Name: Lab0500	Lab ID: 999	Lab Name: Biomedical Research Institute, (BRI) 12264 Wilkins Avenue, Bay F
Country: Jane Doe	Phone #: 716-834-0900	Country: United States	Rockville, MD 20852
Fax #: (301) 881-7636	E-mail: btrpository@afcd.com	Contact: John Ward	Phone #: (301) 770-9811

Number of Specimens 4

Comments:

**Shipping Manifest** Box Name: Plasma

Batch Number: 149 Setup Date: 26/Feb/2015 Shipped: Yes Ship Date 26/Feb/2015

Spec ID	Global Spec ID	Group/Prot	PI/DI	VID	Clinic	Spec Date or Harvest Date	Spec Time	Prim	Add	Der	Sub	Volume	Pos
0500-001Q3K00-001	REPRIEVE A5332	0111111C	0	Ent	701	24/Feb/2015	07:00	BLD	SST	SER	NIA	1.8 ML	1
0500-001Q4B00-001	REPRIEVE A5332	0111111C	0	Ent	701	24/Feb/2015	07:00	BLD	SST	SER	NIA	1.8 ML	2
0500-001Q5G00-001	REPRIEVE A5332	0111111C	0	Ent	701	24/Feb/2015	07:00	BLD	EDT	PL1	NIA	1.8 ML	3
0500-001Q8H00-001	REPRIEVE A5332	0111111C	0	Ent	701	24/Feb/2015	07:00	URN	NON	URN	NIA	1 ML	4

You are responsible for performing QA/QC on your shipments. You are ensuring the specimen listed in the manifest is present in the shipping container in the position stated.

- On the **Pending Shipments** page, select **QA/QC** from the **Edit/Ship** drop down arrow menu
- A pop-up **QA/QC** window will generate
- All positions will have a “?”
- Use the **Global Specimen ID** to verify that the specimen in that position on the screen is the physical tube in that position in the container
- If the **Global Specimen ID** is a match then click **Pass Specimen**. The “?” will be replaced with “OK”
- Use the **Fail Specimen** button to mark positions that need the correct specimen
- When all spaces say “OK” click the **Save** button

**Shipping Container Report** Batch Number: 149

Box Size: 9 X 9 Sorted by:

Shipping Box: Plasma

X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X

Legend:  Global Specimen ID  Print  Add  Del  Cancel