

Quick Reference Guide for Shipping in LDMS for the Web

Creating Shipments

Pending Shipments
Receive Ipments
Shipment History

In the **Pending Shipment**

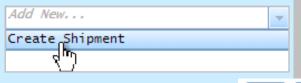
Batch Number

149

142

Preview window the user can add the shipment information, such as: Shipping Destination, Contact at Sending Lab, Shipment Notes, and Shipment 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.



LDMS User Support

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

LDMS Training Team Phone: 716-834-0900 x7466 E-mail: 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

Edit/Ship

LDMS lab code: 999

18/Feb/2015

Contents. Use the Ship button in this window to generate the shipping file

999

LDMS

Pending Shipments

Shipment Format Destination Lab Shipment Temperature

LDMS 999 Dry Ice 26/Feb/2015 Edit/Ship ▼

Dry Ice

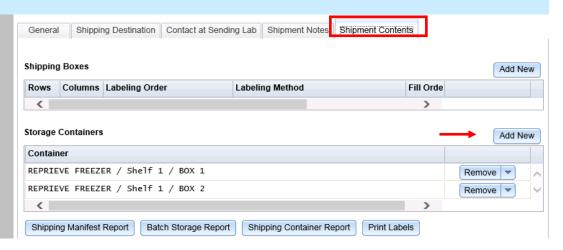
Ship

Save

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.

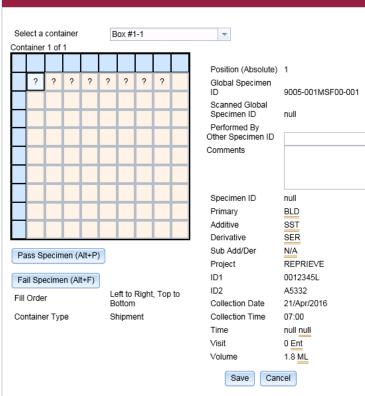
Click **Add New** to **Select** the desired boxes from the storage structure.





QA/QC

Required Shipping Documents

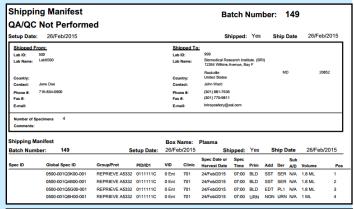


The **SM** and **SCR** must accompany the physical shipment to BRI:

- 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.





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

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

- 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

