

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

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

LDMS lab code: **999**

Creating Shipments

- Shipping
- Pending Shipments
- Receive Shipments
- Shipment History

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.

General Shipping Destination Contact at Sending Lab Shipment Notes **Shipment Contents**

Shipping Boxes Add New

Rows	Columns	Labeling Order	Labeling Method	Fill Order
<				>

Storage Containers Add New

Container	
REPRIEVE FREEZER / Shelf 1 / BOX 1	Remove
REPRIEVE FREEZER / Shelf 1 / BOX 2	Remove

Shipping Manifest Report Batch Storage Report Shipping Container Report Print Labels

