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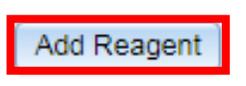
**LDMS Training Team**  
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The Reagent Logging module is used to track reagents used in the laboratory and uses a defined set of reagent codes. The module will record the Lot no., expiration date, manufacturer and start/end dates. After entered in the log, the lot number is available in the Edit Primary and Edit Aliquot menus to be assigned to a specimen containing the reagent.

## Reagent Logging

Reagent Name	Lot Number	Expiration Date	Manufacturer	Start Date	End Date	Active	In Use	Action
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/MMM/yyyy"/>	<input type="text"/>	<input type="text" value="dd/MMM/yyyy"/>	<input type="text" value="dd/MMM/yyyy"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Report"/>

1. From the LDMS menu bar, hover over **Administration** and select **Reagent Logging**.
2. **Click the Add Reagent** button at the top-right of the grid.
3. A new line appears in the grid.
4. In the **Reagent Grid**, enter the required fields.
5. Load the entry into the grid by clicking, **Update Reagent**.
6. Click **Save**.



Add Reagent

### Reagent Grid Fields

- Reagent Name:** This field contains the three letter code for the reagent that is being tracked.
- Manufacturer/ Lot Number:** These fields are free text fields enter the manufacturer name and lot # from the container
- Expiration Date:** Manufacturer set date of expiration
- Start/End Date:** These fields record the date the reagent was first used and the date use was discontinued. End date will default to expiration date but can be edited. [Not required for initial entry]
- Active:** New entries default to active.
- In Use:** When applied to a specimen record this will be checked.

To edit a previously entered lot., adjust any of the fields (ie. End Date) in the **Reagent Grid** and click **Save**

## Linking Reagent to Sample in Specimen Management

Aliquots for 0500-001ZLC00-000

Global Specimen ID	Status	Derivative Type	Sub Add/ Der Type	Specimen Condition	Available Volume	Other Specimen ID	Action
0500-001ZLC00-001	✓ [Icons]	PL2	N/A	SAT	1 ML		Edit [Dropdown]
0500-001ZLC00-002	✓ [Icons]	PL2	N/A	SAT	1 ML		Edit [Dropdown]
0500-001ZLC00-003	✓ [Icons]	PL2	N/A	SAT	1 ML		Edit [Dropdown]
0500-001ZLC00-004	✓ [Icons]	CEL	DMS	SAT	3000000 CEL		Edit [Dropdown]
0500-001ZLC00-005	✓ [Icons]	CEL	DMS	SAT	3000000 CEL		Edit [Dropdown]
0500-001ZLC00-006	✓ [Icons]	CEL	DMS	SAT	3000000 CEL		Edit [Dropdown]

Edit Aliquot

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FRONTIER.0111111  
TEST  
6 Wk 01/Oct/2015  
● 0500-001ZLC00-000  
● 0500-001ZLC00-004

Global Specimen ID: 0500-001ZLC00-004  
Specimen ID:   
Other Specimen ID:   
Enrollment: FRONTIER/TEST \*  
Derivative Type: CEL \*  
Sub Add/Der Type: Sub Add/Der Type \*  
Sub Add/Der Reagent: 123456 \*  
Is Available:

After the lot is entered in the Reagent Logging module, the lot number is available in the **Edit Aliquot** menu to be applied to any sample using the sub additive.

- In **Specimen Management**, use the filters to navigate to the specimens page.
- In the **Aliquot grid**, locate the specimens utilizing the logged reagent
- Click the **Edit** button, the **Edit Aliquot** menu will open in a pop up window
- Select the appropriate lot number in the **Sub Add/Der Reagent** menu
- Click **Save**

### Linking Additive to Reagent Lot

- In **Specimen Management**, click the **Edit** button for the Primary containing the logged Additive
- In the **Edit Primary Specimen** window select the lot number in the **Additive Reagent** menu

Additive:  Additive Type: EDT \* Additive Reagent:

**Note:** If known, the reagent lot number can be applied in Quick Add at the time of accessioning. In the **Aliquot grid**, locate entry with the Sub Additive/Derivative. Click the **Edit** button, select the lot number in the **Sub Add/Der Reagent** menu.