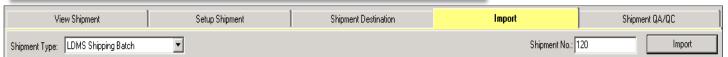
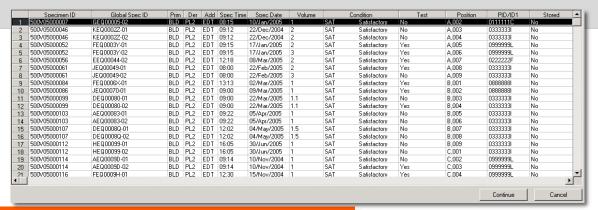


Quick Reference Guide for Importing Specimens

Importing a Batch



- Click on the Import tab.
- 2. Enter the Shipping Batch number from the sending lab in the Shipment No. field.
- 3. Click Import.
- 4. Locate the LDMS Shipping File in the LDMS folder on the flash drive, via the dialog box that populates. Open the file folder and double click on the shipping file. The specimens contained in the shipping file will populate the specimen grid of the Import tab.



QA/QC

See Performing QA/QC on the Shipping Reference Guide

- 1. Click on the **Shipment QA/QC** tab
- Plasma: Scan Positions A9, C8, F6 and H1 in each box
- DBS: Scan ONE DBS card in each box
- 2. When QA/QC is completed satisfactorily, return on the **Import** tab and click **Continue**.

Any specimen failure requires QA/QC of the full box

	1	2	3	4	5	6	7	8	9
Α									Scan
В									
С								Scan	
D									
E									
F						Scan			
G									
Н	Scan								
1									EMPTY



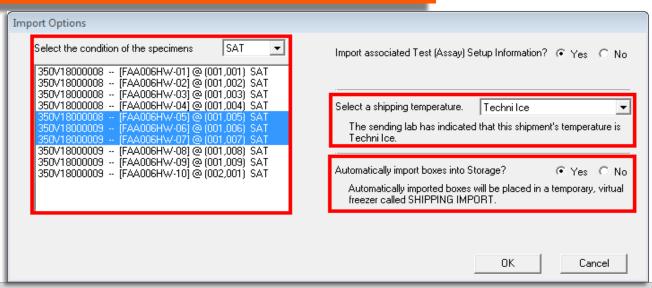






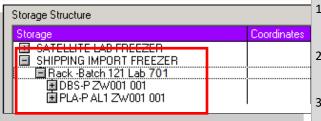
LDMS User Support www.ldms.org/contact/ E-mail: ldmshelp@fstrf.org

Import Options



- 1. Set the Shipping Temperature to Techni Ice
- 2. Set Automatically import boxes into Storage to Yes
- 3. [Only if needed] To change the condition code. Highlight the specimen(s) and change the condition code in the drop down

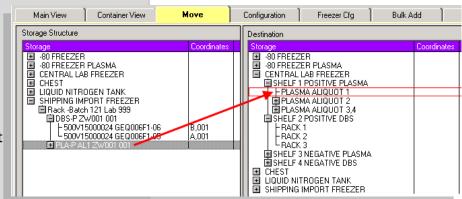
Storage: Shipping Import Freezer



- Imported boxes will automatically be placed in the Shipping Import Freezer in Storage
- 2. The shipment will be placed on a new Rack, named with the Batch number and Sending Lab ID.
- 3. The boxes will retain their original name

Storage: Move tab

- Highlight an imported box (or multiple boxes, using the Ctrl button)
- Drag the box(es) to the destination rack
- Select Auto All to place it in the next available position











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