LDMS™

REPRIEVE
Randomized Trial to Prevent Vascular Events in HIV

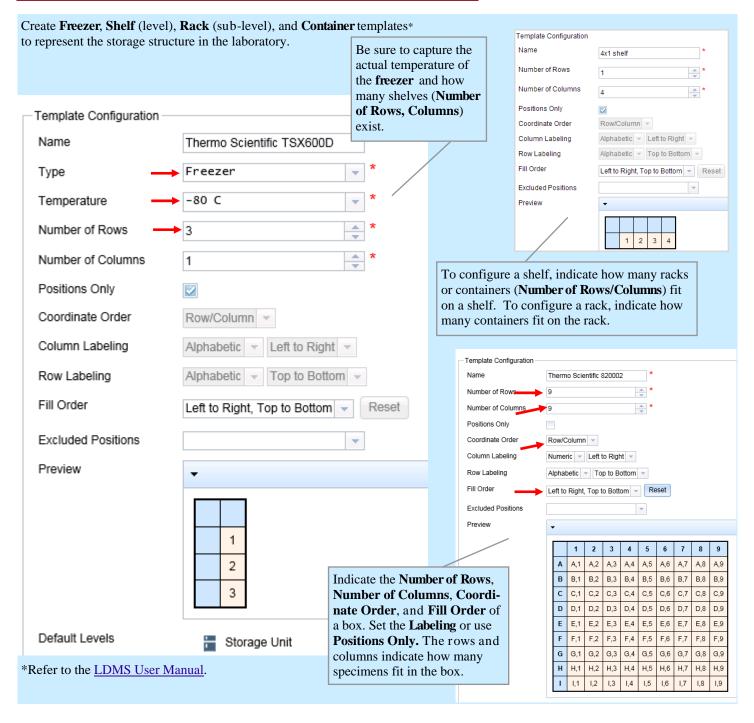## Quick Reference Guide for Storage in LDMS for the Web

Fundamentals

- Store aliquots in REPRIEVE A5332 freezer boxes.
- Serum, Plasma, and Urine samples to be stored in the same box.
- Do not include samples from other protocols.

Storage Templates

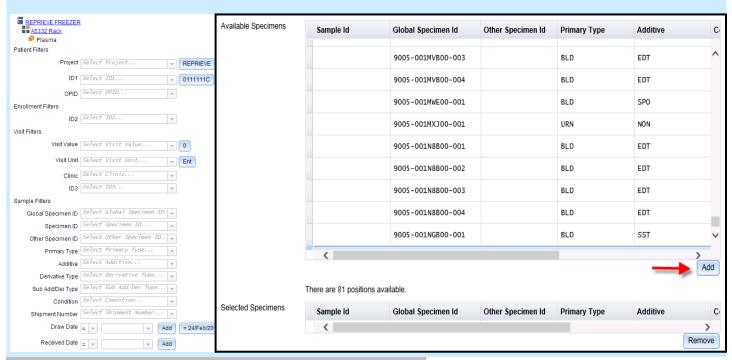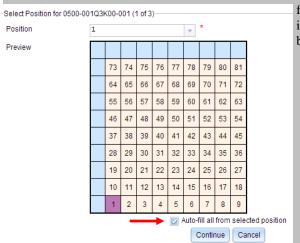Create **Freezer**, **Shelf** (level), **Rack** (sub-level), and **Container** templates*
to represent the storage structure in the laboratory.

Be sure to capture the actual temperature of the **freezer** and how many shelves (**Number of Rows, Columns**) exist.

To configure a shelf, indicate how many racks or containers (**Number of Rows/Columns**) fit on a shelf. To configure a rack, indicate how many containers fit on the rack.

Indicate the **Number of Rows**, **Number of Columns**, **Coordinate Order**, and **Fill Order** of a box. Set the **Labeling** or use **Positions Only.** The rows and columns indicate how many specimens fit in the box.

*Refer to the LDMS User Manual.

The **Stored Samples** menu option displays your defined freezers. It may be necessary to use the scroll arrows to view the desired storage structure. Once the desired storage container is located, click the **Edit** box drop-down arrow to **Store Specimens**.
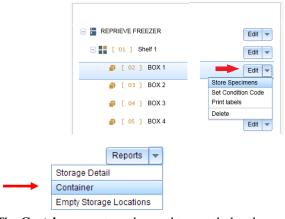

Filters can be used on the Store Specimens page, to locate the desired specimens available for storage. Highlight the desired **Available Specimens** and click **Add**. It will move to the **Selected Specimens** grid.

Select the **Auto-fill** check box to fill the container based on the defined fill order. The specimens will be stored in the order of listing in the Selected Specimens grid. The first specimen will go into the first available box position.

Click the box **Edit** button to display the option to print reports.

The **Container** report can be used to match the electronic storage of specimens with the physical storage.