

Procedure for Shipping 035 Genital Ulcer Swabs

The following procedure should be followed when shipping the 035 genital ulcer swabs to the Charlotte Gaydos (LDMS lab 416). LDMS questions should be directed to LDMS User Support at ldmshelp@fstrf.org.

Specimens may be located in the Shipping module by using one of the following methods:

- ◆ Searching for Individual Specimens
- ◆ Searching for a Marked Box

Searching for Individual Specimens

1. Go to Tasks - Shipping Mgt. or click the Shipping Mgt. button on the LDMS toolbar.
2. Select a blank row from the View Shipment grid.
3. Click on the Setup Shipment tab.
4. Select HPTN from the Group combo box.
5. Select an identifier type from the Type combo box and an identifier associated with the type from the ID combo box.

To ship the 035 genital ulcer swabs we recommend searching by the following:

Type= Protocol ID=035.0

Click on the arrow button next to the Type and ID combo boxes, next:

Type=Primary ID=GLU (genital lesion/ulcer)
and/or

Type=Derivative ID=SWB (swab)

6. Click on the arrow button next to the Type and ID combo boxes on the Setup Shipment screen. The query statement will load in the grid at the top of the Setup Shipment screen.
7. Click the Execute button on the toolbar. The grid at the bottom of the screen will fill with the specimens that match the criteria entered.
8. Click on the specimens to be shipped
 - ◆ To select a group of specimens adjacent to one another, click once on the first specimen, hold the Shift key, and click once on another specimen farther down the list. All the specimens in between will be highlighted.
 - ◆ To select specimens not adjacent to each other, click on the specimens to be shipped.
 - ◆ To select or de-select a single specimen, click on the row.
9. Click on the Shipment Destination tab. From the Ship To combo box select lab 416 and then select Estelle Piwowar-Manning from the Contact Person combo box.
10. Select your name from the Contact @Sending Lab combo box on the Shipment Destination tab.
11. Select the size of your box, fill order and labeling method for your container.
12. Click the Add button on the LDMS toolbar to create the batch. You will be taken back to the View Shipment tab.

Follow the instructions listed under Creating the shipping file and paper work to complete the shipment process.

Creating and Searching for a Marked Box

Marking a container for shipping in the Storage Module automatically queues the specimens in the container for shipment. When preparing a shipment in the Shipping module, you can search by the marked container instead of the individual specimens as indicated above. Follow the instructions below to mark a box in the Storage Module and then create a shipping batch in the Shipping module. For additional information on the Storage module, please refer to the Storage chapter of the LDMS manual.

Storage Management:

1. Go to Tasks - Storage Mgt. or click the Storage Mgt. button on the LDMS toolbar.
2. In the Main View tab, highlight the box which contains the specimens you wish to ship by clicking on it.
3. Click the Details button. The Details dialog box will appear.
4. Click the Mark to Ship button on the Details dialog box.

Shipping Management

1. Go to Tasks - Shipping Mgt. or click the Shipping Mgt. button on the LDMS toolbar.
2. Select a blank row from the View Shipment grid.
3. Click on the Setup Shipment tab.
4. Select HPTN from the Group combo box.
5. Select MARKED_BOXES from the Type combo box.
6. Select the appropriate marked box from the ID combo box.
7. Click on the arrow button next to the Type and ID combo boxes on the Setup Shipment screen. The query statement will load in the grid at the top of the Setup Shipment screen.
8. Click the Execute button on the toolbar. The grid at the bottom of the screen will fill with the specimens in the marked box. All specimens will be selected to include in the shipment, you cannot remove or add specimens to a marked box.
9. Click on the Shipment Destination tab. From the Ship To combo box select lab 416 and then select Estelle Piwowar-Manning from the Contact Person combo box.
10. Select your name from the Contact @Sending Lab combo box on the Shipment Destination tab.
11. Click the Add button on the LDMS toolbar to create the batch. You will be taken back to the View Shipment tab.

Creating the shipping file and paper work

1. Click on a batch in the View Shipment tab.
2. Print the following reports:
 - a. Manifest Report – this report should be sent with your shipment
 - b. Storage Report – this report is for your records and should not be sent with the shipment
 - c. Shipping Box Report – this report should be sent with your shipment
3. Once you have printed the appropriate paperwork, right click on the shipment. A shortcut menu will appear.
4. Select the Create Diskette option in the shortcut menu.
5. A report dialog box will appear to view and print a storage report. Click the OK button to continue creating the shipping disk without viewing the Batch Storage Report. Click the Cancel button to view the Batch Storage Report.
6. A dialog box will appear. Click the Yes button on the dialog box to proceed with creating the diskette. Click the No button to cancel the process.
7. Save the file to your floppy drive by selecting the appropriate drive then click the OK button on the Shipping Disk dialog box.
8. A Format dialog box will appear. Select the LDMS button to create the shipping disk.

9. After LDMS creates the shipping file, a dialog box will appear reminding the user to write the shipping batch number on the shipping disk. Click the OK button on the dialog box.

When shipping specimens to the lab please remember to include the following LDMS items with your samples:

- ◆ *LDMS Shipping Disk*
- ◆ *LDMS Manifest Report*
- ◆ *LDMS Shipping Box Report*