

Procedure for Shipping Slides

The following procedure should be followed when shipping slides to the Magee Women's Research Institute. LDMS questions should be directed to LDMS User Support at hptn.ldms.usersupport@fstrf.org.

Configuring a container for slides

1. Go to Tasks - Storage Mgt. or click the Storage Mgt. button on the LDMS toolbar.
2. Click on the Configuration tab. The **Container** radio button will be selected as the default.
3. Enter the number of Columns and Rows in the **# of Columns** and **# of Rows** edit fields. The **# of Positions** field will load with the total number of available positions.
For a slide container, enter the following:
 - # of Columns: 1
 - # of Rows: 100
4. Enter a configuration name in the **Label** field.
5. Select the following labeling method from the **Labeling Method** combo box:
 - Positions Only
6. Select the following fill order from the **Fill Order** combo box:
 - Top to Bottom, Left to Right
7. Click the **Add** button on the LDMS toolbar.
8. Click the **OK** button on the Successful Append message box.

Once the container has been configured add the container to your storage structure.

Marking a container for shipping

Marking a container for shipping automatically queues the specimens in the container for shipment. When preparing a shipment in the Shipping module, you will be able to search by the marked container instead of the individual specimens.

1. Go to Tasks - Storage Mgt. or click the Storage Mgt. button on the LDMS toolbar.
2. In the Main View tab, highlight a container in the Storage Structure hierarchy 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.

Once a container has been marked to ship an envelope icon will appear next to the container name in the storage structure. Once a container has been marked, you will not be able to modify the contents of the container.

Shipping a marked container

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. Select the Shipment Destination tab to enter the receiving lab address information.
Note: If shipping to a non-LDMS lab that does not appear in the ship to combo box, select either the "0-unassigned lab code" or "999000 Select to Enter New Address" option. You will be required to hand enter the receiving lab information. If you chose the "999000 Select to Enter New Address" option, the address information typed into the edit fields will be saved so that you will not need to enter this information again.
10. Select a 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 hard drive by selecting the c:\ drive then click the **OK** button on the Shipping Disk dialog box. Follow the instructions below to email the shipping file.
8. 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.

Emailing the shipping file

Follow the steps below to locate the file you saved during the above process.

1. Right click on the Windows Start button, select Explore to open Windows Explorer.
2. Double Click on the drive that the batch was saved to (i.e. C drive) and double click the folder on this drive that is named with the appropriate batch number. Inside this shipping folder is a shipping file named with the batch number. This file should be attached to the email.