# **CONNECt** for cancer prevention study

# BIOSPECIMEN DASHBOARD USER MANUAL



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### Biospecimen Dashboard User Tips

- Use Chrome or Firefox web browser for Biospecimen Dashboard utilization.
  - Avoid using Internet Explorer and Safari
- Time-out period for the Dashboard is 25
   minutes. After <u>20 minutes</u> of inactivity, a
   warning regarding the impending time-out will
   appear. <u>5 minutes</u> after the warning, the user
   will be logged out of the dashboard
  - Either refresh the page or close the browser window and log back in to continue
- If the dashboard is buffering (displays a spinning circle) for an extended amount of time and/or not to responding action(s), log out of the dashboard completely, log back in, and continue.



# Logging into the Biospecimen Dashboard

- 1. Navigate to the Biospecimen Dashboard login screen with the following link: <u>https://biospecimen-myconnect.cancer.gov/#</u>
- 2. Enter NIH email address
- 3. Click "Sign In" to continue to the Biospecimen Dashboard Home Page



# SPECIMEN COLLECTION

#### Home Page



#### Participant Search

Participant Search - study participant look-up by PII or Connect ID



#### Participant Check-In



4. Select the correct Visit from the dropdown box





7. Check whether **all four sections** of the baseline initial survey have been submitted, started, or not started

 Refer to the Check-In SOP (#0313) for instructions on how to communicate status to participant



8. Check whether any baseline samples have already been collected

 Refer to the Check-In SOP (#0313) for instructions on how to communicate status to participant



9. Check if the biospecimen survey has been submitted, started, or not started

 Refer to the Check-In SOP (#0313) for instructions on how to communicate status to participant





10. Click "Check-In" to check the participant in for their appointment



# Linking Collection ID and Connect ID









**<u>NOTE</u>**: This is an **example** of a completed Collection Data Entry page **BEFORE** clicking "Save and Review"



Success Collection specimen data has been saved Constant of the collection data was saved successfully with the collection data was saved successfully with the appearance of the "Success" pop-up BEFORE clicking "Go to Review. 9. Review the information on the "Finalize Collection Data Entry" page to confirm collection data accuracy

inalize Collection Data Entr	У					
drpOne, Tara						Visit: Baseline
Connect ID:						visit. Dascine
2319421702						
Collection ID: CXA444444 Specimen Collection Date & Tim	ne: 3/14/2022, 3:3	8:08 PM				
Specimen Type	Collected	Reason	Full Specimen ID	Deviation	Deviation Type	Comments
Serum Separator Tube	~		CXA444444 0001	No		
Serum Separator Tube	~		CXA444444 0002	Yes	Gel layer failed/broke	n
leparin Tube	~		CXA444444 0003	No		
DTA Tube	~		CXA444444 0004	No		
ACD Tube	~		CXA444444 0005	No		
Jrine Tube	~		CXA444444 0006	Yes	Low volume usable	
Nouthwash Container	~		CXA444444 0007	Yes	Less than 30 second	s
Biohazard bag blood/urine	~		CXA444444 0008			
Biohazard bag mouthwash	~		CXA444444 0009			
dditional Notes (Optional)						
						4
Return to Collection Data Entry					Exit	Review Complete

# Edit Collection Data Entry

1. To make edits or corrections, click "Return to Collection Data Entry" to return to the Collection Data Entry page

Finalize Collection Data Entry						
-						
TdrpOne, Tara Connect ID:	u <b>r</b>					Visit: Base
2319421702						
Collection ID: CXA444444						
Specimen Collection Date & Time:	3/14/2022, 3:38	3:08 PM				
Specimen Type	Collected	Reason	Full Specimen ID	Deviation	Deviation Type	Comments
Serum Separator Tube	~		CXA444444 0001	No		
Serum Separator Tube	×		CXA444444 0002	Yes	Gel layer failed/broke	n
Heparin Tube	~		CXA444444 0003	No		
EDTA Tube			CXA444444 0004	No		
	Ť		0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	110		
ACD Tube	~		CXA444444 0005	No		
Urine Tube	~		CXA444444 0006	Yes	Low volume usable	
Mouthwash Container	×		CXA444444 0007	Yes	Less than 30 second	s
Biohazard bag blood/urine	~		CXA444444 0008			
Biohazard bag mouthwash	~		CXA444444 0009			
Additional Notes (Optional)						





	Participant Search Specimen Search		
	Participant Lookup		
	First name	Connect ID	
	Enter First Name	Enter ConnectID	
	Last name	Search	
	Enter Last Name	Email	
	Date of Birth	Enter email	
	01/04/2022	Search	
	Search	Phone no.	
		XXX-XXX-XXXX	
		Search	
3. Confirm the collection data was finalized with the appearance of the 'Specimen Finalized" pop-u	p		9. Click "Close" to close the pop-up
	Specimen Finalized Collection Finalized Success	×	
	Collection Phalized succes	Close	

#### Participant Check-Out

	Participant Search     Specimen Search       Participant Lookup		
	First name	Connect ID	
	Tara	Enter ConnectID	
1. Enter <b>all three</b> <b>pieces</b> of information:	Last name	Search	
first name, last name, and date of birth	TdrpOne	Enroll	IMPORTANT: Participant
	Date of Birth		must be checked out, even if no specimens
	1/13/1983	Search	were collected
	Search	Phone no.	
		XXX-XXX-XXXX	
	2. Click "Search" to continue to Search	Search	
_	Results		

	Participar	nt Search	Speci	men Search									
	Participan	t Search	Results										
	Last name	First name	Middle name	Date of birth	Address	Connect ID	Verification Status	Participation Status					
3. Identify the correct participant	TdrpOne	Tara		01/13/1983	1954 Halethorpe Farms Road Halethorpe Maryland 21227	2319421702	Verified	~	Go to Check-Out	Specimen Link	Out" t	k "Go to Check o proceed to -In/Check-Out	

5. Confirm a green checkmark is present in the boxes of the collected samples.

 Refer to the Check-Out SOP (#0319) for for instructions on how to communicate status to participant



6. Confirm the Baseline Biospecimen Survey has been submitted

 Refer to the Check-Out SOP (#0319) for for instructions on how to communicate status to participant



7. Confirm whether the participant is eligible for the incentive

 Refer to the Check-Out SOP (#0319) for for instructions on how to communicate status to participant







# Search by Collection ID

 Navigate to the Specimen Search page by clicking on the "Specimen Search" tab

Participant Search Specimen Search	
Participant Lookup	
First name	Connect ID
Enter First Name	Enter ConnectID
Last name	Search
Enter Last Name	Email
Date of Birth	Enter email
01/03/2022	Search
Search	Phone no.
	XXX-XXX-XXXX
	Search



4. If the Collection Data Entry information has been **finalized**, the collection data will be viewable, but all fields will be grayed-out.



5. If the Collection Data Entry information has been **saved** but <u>NOT</u> finalized, the collection data will be both viewable and editable

# PACKING & Shipping
## Specimen Packing



**Packaging** – Assign available, completed collections to boxes for shipment

Packaging

Choose your shipping location

Box Manifest

**Review Shipment Contents** 

Available Collections – Successfully collected specimens that are ready for shipment; Lists collections by urine/blood in biohazard sleeve (sequence #0008) or mouthwash biohazard bag (sequence #0009)

**NOTE**: If your site has multiple shipping locations, all boxes from all shipping locations will be visible in the "Available Collections" window. You should only ship boxes that are **physically present** at your shipping location

**Boxes to Ship** - Boxes that have collection(s) assigned to it

Enter/Scan						Friter
Availa	able Collections			ing Box Conte		ox4 ~
Specimen Bag ID	# Specimens in Bag	Spec	imen Bag ID	Full Specime	en ID Ty	pe/Color
CXA000104 0008	6					
CXA000104 0009	1					
CXA123123 0008	1					
CXA194826 0008	3					
CXA194826 0009	1					
CXA213231 0008	4					
CXA346719 0008	6					
CXA346719 0009	1					
CXA349761 0008	4					
CXA528456 0008	1					
elect one or m	ore boxes to ship					Review Shipment ntents
To Ship Start	ed Last Modified	Box Number	Location	Contents	View/Print Box M	lanifest

Finalize Shipment

Assign Tracking Information

**Dropdown box** in View Shipping Box Contents indicates box number in view

View Shipping Box Contents – Itemized list of specimens assigned to a specific box

# Sleeves (Blood & Urine)

2. Select the shipping location from the dropdown box

3. Confirm the specimens gathered for shipping appear in the "Available Collections" window

/	Choose your Main Campus To start pack	<ul> <li>✓</li> <li>Ing the ship</li> </ul>	cation ping boxes, scan sp	ecimen ba	ag ID or F	ull Specimer	ID here:		En	ter		4. To pack the specimen sleeves, scan the biohazard sleeve specimen ID (0008) into the search field
		Available (	Collections			View Shipp	ping Box Con	tents	Box4 ¥			
	Specimen Ba	ag ID #	# Specimens in Bag		Specimen	Bag ID	Full Specim	en ID	Type/Color	$\exists \setminus$		
	CXA000104	0008	3									
	CXA000104	0009 1										
	CXA123123 0	008 1									$\setminus$	
ΥI	CXA194826	0008 3	3									
	CXA194826	0009 1										
	CXA213231 0	008	1									5. Click "Enter" to
	CXA346719	0008 6	3									process the search
	CXA346719	0009 1										
	CXA349761	0008	1									
	CXA528456	0008 1										
	Select one	or more b	oxes to ship					Conti	nue to Review Shipme Contents	nt		
	To Ship	Started	Last Modified	Box Nur	nber	Location	Contents	View/Print	Box Manifest			
	1											



Contents Box4 ~
001 SST/Gold or Red remove bag
10. Continuitie
With the second of Real     Scanned sleeve and all       Odd     EDTA/Lavender     of its contents have
DO5 ACD/Yellow been added to the
"View Shipping Box
Contents" window
As an additional QC
check, confirm the bag
ID ends in 0008
11. Confirm the scanned
Continue to Review Shipment Contents sleeve and its content
Contents View/Print Box Manifest
6 tubes   Box Manifest   to the "Boxes to Ship" window



13. Confirm the contents count in the "Boxes to Ship" window matches the total number of samples added to the box

NOTE: A max of 4 sleeves (24 tubes total) can be packaged into one box

12. Repeat steps to add additional biohazard sleeve specimen IDs to the box displayed in the "View Shipping Box Contents" window

### Mouthwash Biohazard Bags

14. To pack the mouthwash samples, scan the first mouthwash biohazard bag specimen ID (0009) into the search field

Specimen bag       * Specimens in bag         CXA000104 0009       1         CXA123123 0008       1         CXA194826 0009       1         CXA213231 0008       4         CXA346719 0009       1         CXA349761 0008       4         CXA528456 0009       1         CXA528456 0009       1         CXA617682 0009       1	View pecimen Bag ID XA000104 0008 XA346719 0008 XA346719 0008	CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	ID         Type/C           001         SST/Gc           002         SST/Gc           003         Heparii           004         EDTA/L           005         ACD/Ye           006         Urine/N           001         SST/Gc           002         SST/Gc           003         Heparii           004         EDTA/L           005         ACD/Ye           001         SST/Gc           002         SST/Gc           003         Heparii	Color Did or Red Did or Red n/Green Lavender ellow fellow fellow Did or Red Did or Red	Ente Box4 V remove bag
Specimen Bag ID       # Specimens in Bag         CXA000104 0009       1         CXA123123 0008       1         CXA194826 0009       1         CXA213231 0008       4         CXA346719 0009       1         CXA349761 0008       4         CXA528456 0009       1         CXA617682 0009       1         CXA617682 0009       1	pecimen Bag ID XA000104 0008 XA346719 0008	Full Specimen           CXA000104 00           CXA346719 00           CXA346719 00           CXA346719 00           CXA346719 00           CXA346719 00           CXA346719 00	ID         Type/C           001         SST/Gc           002         SST/Gc           003         Heparii           004         EDTA/L           005         ACD/Ye           006         Urine/N           001         SST/Gc           002         SST/Gc           003         Heparii           004         EDTA/L           005         ACD/Ye           001         SST/Gc           002         SST/Gc           003         Heparii	Color Did or Red Did or Red n/Green Lavender ellow fellow fellow Did or Red Did or Red	remove bag
Specimen Bag ID       * Specimens in Bag         CXA000104 0009       1         CXA123123 0008       1         CXA194826 0009       1         CXA213231 0008       4         CXA346719 0009       1         CXA349761 0008       4         CXA528456 0009       1         CXA617682 0009       1         CXA617682 0009       1	XA000104 0008	CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	001         SST/Gc           002         SST/Gc           003         Heparii           004         EDTA/L           005         ACD/Ye           006         Urine/N           001         SST/Gc           002         SST/Gc           003         Heparii           004         EDTA/L           005         ACD/Ye           006         Urine/N           001         SST/Gc           002         SST/Gc           003         Heparii	old or Red old or Red n/Green .avender ellow Yellow old or Red old or Red	
CXA000104 0009       1         CXA123123 0008       1         CXA194826 0009       1         CXA213231 0008       4         CXA346719 0009       1         CXA349761 0008       4         CXA528456 0009       1         CXA617682 0009       1         CXA617682 0009       1	XA346719 0008	CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	002         SST/Gc           003         Heparii           004         EDTA/L           005         ACD/Ye           006         Urine/N           001         SST/Gc           002         SST/Gc           003         Heparii	old or Red n/Green Lavender ellow Yellow old or Red old or Red	
CXA123123 0008       1         CXA194826 0009       1         CXA213231 0008       4         CXA346719 0009       1         CXA349761 0008       4         CXA528456 0008       1         CXA617682 0009       1         CXA617682 0009       1		CXA000104 00 CXA000104 00 CXA000104 00 CXA000104 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	003Heparin004EDTA/L005ACD/Ye006Urine/N001SST/Ge002SST/Ge003Heparin	n/Green Lavender ellow Yellow old or Red	remove bag
CXA194826 0009       1         CXA213231 0008       4         CXA346719 0009       1         CXA349761 0008       4         CXA528456 0008       1         CXA528456 0009       1         CXA617682 0009       1         CXA784512 0008       1		CXA000104 00 CXA000104 00 CXA000104 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	004 EDTA/L 005 ACD/Ye 006 Urine/Y 001 SST/Go 002 SST/Go 003 Hepari	Lavender ellow Yellow old or Red	remove bag
CXA213231 0008       4       C         CXA346719 0009       1       C         CXA349761 0008       4       C         CXA528456 0008       1       C         CXA528456 0009       1       C         CXA617682 0009       1       C         CXA784512 0008       1       C		CXA000104 00 CXA000104 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	005 ACD/Ye 006 Urine/Y 001 SST/Go 002 SST/Go 003 Hepari	ellow Yellow old or Red old or Red	remove bag
CXA213231 0008       4       C         CXA346719 0009       1       C         CXA349761 0008       4       C         CXA528456 0008       1       C         CXA528456 0009       1       C         CXA617682 0009       1       C         CXA784512 0008       1       C		CXA000104 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	006 Urine/N 001 SST/Go 002 SST/Go 003 Hepari	fellow old or Red old or Red	remove bag
CXA346719 0009       1         CXA349761 0008       4         CXA528456 0008       1         CXA617682 0009       1         CXA617682 0008       1		CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00 CXA346719 00	001 SST/Go 002 SST/Go 003 Hepari	old or Red old or Red	remove bag
CXA349761 0008 4 CXA528456 0008 1 CXA528456 0009 1 CXA617682 0009 1 CXA784512 0008 1	XA194826 0008	CXA346719 00 CXA346719 00 CXA346719 00	)03 Hepari		
CXA349761 0008 4 CXA528456 0008 1 CXA528456 0009 1 CXA617682 0009 1 CXA784512 0008 1	XA194826 0008	CXA346719 00 CXA346719 00	-		
CXA528456 0008 1 CXA528456 0009 1 CXA528456 0009 1 CXA617682 0009 1 CXA617682 0009 1 CXA784512 0008 1 CXXA784512 0008 1 CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XA194826 0008	CXA346719 00		n/Green	
CXA528456 0008 1 CXA528456 0009 1 CXA528456 0009 1 CXA617682 0009 1 CXA617682 0009 1 CXA784512 0008 1 CXXA784512 0008 1 CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XA194826 0008		104 LDIAL	avender	
CXA528456 0009 1 CXA617682 0009 1 CXA784512 0008 1	XA194826 0008				
CXA528456 0009 1 CXA617682 0009 1 CXA784512 0008 1	XA194826 0008	CXA346719 00	,		
CXA617682 0009 1 C		CXA194826 00	003 Hepari	n/Green	remove bag
CXA784512 0008 1		CXA194826 00	,	avender	
CXA784512 0008 1		CXA194826 00	,		
	XA617682 0008	CXA617682 00	03 Hepari	n/Green	remove bag
Select one or more boxes to ship		CXA617682 00	04 EDTA/L	avender	
					o Review Shipment Contents
To Ship Started Last Modified	Box Number	Location	Contents	View/Prin	nt Box Manifest
4/12/2022 8:04 AM         4/13/2022 2:20 PM	Box4	Main Campus	19 tubes	Box Man	ifest

#### 15. Confirm the correct specimen ID is generated

16. Click "Create New Box" to generate a new box for the mouthwash samples

 Confirm new box creation with the appearance of the "New Box has been created" green banner

Select Box or Create New Box

New Box has been created

17. Select the newly created box in the dropdown box

hoose your shipping location Nain Campus 🗸					
start packing the shipping boxe	es, scan specimer	n bag ID or Full Spec	imen ID here:		
CXA000104 0009					Enter
Available Collection	ons	View S	hipping Box Co	ntents	Box4 ~
Specimen Bag ID # Specime	ns in Bag	Specimen Bag ID	Full Specimen ID	Type/Color	
		CXA000104 0008	CXA000104 0001	SST/Gold or Red	remove bag
CXA000104 0009 1			CXA000104 0002	SST/Gold or Red	
XA123123 0008 1			CXA000104 0003	Heparin/Green	
$\backslash$			CXA000104 0004 CXA000104 0005	EDTA/Lavender ACD/Yellow	
CXA194826 0009 1			CXA000104 0005	Urine/Yellow	
CXA213231 0008 4		CXA346719 0008	CXA346719 0001	SST/Gold or Red	remove bag
4			CXA346719 0002	SST/Gold or Red	
CXA346719 0009 1			CXA346719 0002	Heparin/Green	
YA349761 0009				EDTA/Lavender	
CXA349761 0008 4	Specimen Verif	lication	×	ACD/Yellow	
CXA528456 0008 1				Urine/Yellow	
	Full Specimen		Sample	Heparin/Green	remove bag
CXA528456 0009 1		Type/Color	Present	EDTA/Lavender	
CXA617682 0009 1	CXA000104	Mouthwash		ACD/Yellow	From sure Land
	0007	Container	~	Heparin/Green	remove bag
CXA784512 0008 1				EDTA/Lavender	
elect one or more boxes to		0	_	Continue t	o Review Shipment
	Select Box of	r Create New Bo	C C C C C C C C C C C C C C C C C C C		Contents
To Ship Started	Box5 ~ Creat	e New Box		tents View/Pri	nt Box Manifest
4/12/2022 8:04 AM			d to Per	ibes	16
4/12/2022 8:04 AM		Ad	d to Box Cancel	Ibes Box Mar	iriést

18. Click "Add to Box" to add the sample to the newly created box

Main Camp		g boxes, scan specimer	hag ID or Full Sr	pecimen ID here	:		
Enter/Scan		g boxes, sour specifier			•	Enter	
	Available Col	lections	Viev	v Shipping Bo	x Contents	Box5 🗸	
Specimen	Bag ID # Sp	becimens in Bag		D Full Specimer			
CXA12312	3 0008 1		CXA000104 000	9 CXA000104 0	007 Mouthwa	ash Container remove bag	19. Confirm the
CXA19482	6 0009 1						scanned mouthwash biohazard bag
CXA21323	10008 4						specimen ID has been
CXA34671	9 0009 1						added to the "View
CXA34976	61 0008 4						Shipping Box Contents' window
CXA52845	56 0008 1						window
CXA52845	56 0009 1						As an additional QC
CXA61768	2 0009 1						check, confirm the bag ID ends in 0009
CXA78451	2 0008 1						ID ends in 0009
CXA78451	2 0009 1						
Select on	e or more boxe	es to ship				Continue to Review Shipment Contents	20. Confirm the scanne mouthwash biohazard
To Ship	Started	Last Modified	Box Number	Location	Contents	View/Print Box Manifest	bag has been added to the "Boxes to Ship"
	4/12/2022 8:04 AI	M 4/13/2022 2:20 PM	Box4	Main Campus	19 tubes	Box Manifest	window
	4/12/2022 8:06 AI	M 4/13/2022 2:22 PM	Box5	Main Campus	1 tubes	Box Manifest	



21. Repeat steps to add additional mouthwash biohazard bag specimen IDs to the box displayed in the "View Shipping Box Contents" window

Packaging Box Manifest **Review Shipment Contents** Assign Tracking Information Finalize Shipment Choose your shipping location Main Campus 🗸 To start packing the shipping boxes, scan specimen bag ID or Full Specimen ID here: Enter Enter/Scan **Available Collections** View Shipping Box Contents Box5 🗸 Specimen Bag ID Full Specimen ID Type/Color Specimen Bag ID # Specimens in Bag CXA000104 0009 CXA000104 0007 Mouthwash Container remove bag CXA123123 0008 1 CXA346719 0009 CXA346719 0007 Mouthwash Container remove bag CXA213231 0008 4 CXA194826 0009 CXA194826 0007 Mouthwash Container remove bag CXA617682 0009 CXA617682 0007 Mouthwash Container remove bag CXA349761 0008 4 CXA528456 0008 1 CXA528456 0009 1 CXA784512 0008 1 CXA784512 0009 1 CXA875421 0008 4 Select one or more boxes to ship Continue to Review Shipment Contents View/Print Box Manifest To Ship Started Last Modified Box Number Location Contents 4/12/2022 8:04 AM 4/13/2022 2:20 PM Main Campus 19 tubes Box4 Box Manifest 4/13/2022 2:24 PM 4/12/2022 8:06 AM Box5 Main Campus 4 tubes Box Manifest Temperature Monitor is included in this shipment

### Print Box Manifest

23. Click "Box Manifest" to open the itemized manifest for the first box

24. Confirm all information in the box manifest header is correct, including Box Number, Site, Shipping Location, Number of Bags, and Number of Tubes

25. Confirm all specimen bag IDs and bag contents assigned to the box are present and the "Scanned By" name is present and accurate

As an additional QC check, confirm the specimen bags containing blood/urine end in 0008 and the bags containing mouthwash end in 0009

Packaging page

Box Manifest Review Shipment Contents Assign Tracking Information **Finalize Shipment** Packaging Box Manifest – itemized manifest of the Site: NIH Box4 Manifest selected box from the "Boxes to Ship" window Location: Main Campus Date Started: 4/12/2022 8:04AM on the Packaging page Number of Sleeves/Bags: 4 Last Modified: 4/13/2022 2:20PM Number of Tubes: 19 Specimen Bag ID Full Specimen ID Type/Color Scanned By CXA000104 0008 CXA000104 0001 SST/Gold or Red [NAME HERE] CXA000104 0002 SST/Gold or Red CXA000104 0003 Heparin/Green EDTA/Lavender CXA000104 0004 CXA000104 0005 ACD/Yellow CXA000104 0006 Urine/Yellow CXA346719 0008 CXA346719 0001 SST/Gold or Red [NAME HERE] SST/Gold or Red CXA346719 0002 CXA346719 0003 Heparin/Green CXA346719 0004 EDTA/Lavender **IMPORTANT:** All box CXA346719 0005 ACD/Yellow manifests must be CXA346719 0006 Urine/Yellow printed and included in CXA194826 0008 CXA194826 0003 Heparin/Green [NAME HERE] the corresponding CXA194826 0004 EDTA/Lavender shipping box ACD/Yellow CXA194826 0005 CXA617682 0008 CXA617682 0003 Heparin/Green [NAME HERE] CXA617682 0004 EDTA/Lavender CXA617682 0005 ACD/Yellow CXA617682 0006 Urine/Yellow 26. Click "Print Box Return to Packaging - close box manifest and return to Manifest" to print a IMPORTANT: PRINT AND INCLUDE THIS MANIFEST IN SHIPPING BOX physical copy of the box manifest **Return to Packaging** Print Box Manifest

Box5 Manifest	>		Site: NIH						
Date Started: 4/12/2022	8:06AM		Location: Main Campus						
Last Modified: 4/13/202	2 2:24PM		Number of Sleeves/Bags: 4						
Number of Tubes: 4									
Specimen Bag ID	Full Specimen ID	Type/Color	Scanned By						
CXA000104 0009	CXA000104 0007	Mouthwash Container	domonique.hopkins@nih.gov						
CXA346719 0009	CXA346719 0007	Mouthwash Container	domonique.hopkins@nih.gov						
CXA194826 0009	CXA194826 0007	Mouthwash Container	domonique.hopkins@nih.gov						
CXA617682 0009	CXA617682 0007	Mouthwash Container	er domonique.hopkins@nih.gov						
A IMPORTANT: PRINT AND INCLUDE THIS MANIFEST IN SHIPPING BOX									

27. Repeat **Steps 23 through 26** to open and print all remaining box manifests that are ready to ship

## Specimen Shipping

1. Check the box(es) in the "To Ship" column for the box that is ready to be shipped

2. Confirm the "Temperature Monitor is included in this shipment" box is checked to indication the presence of a temperature monitor for the shipment

**NOTE**: The checkbox will be pre-checked. If a box is being shipped without a temperature monitor, uncheck the box

hoose yo Main Camp	ur shipping ous ~	location							
o start pa	cking the sl	hipping bo	xes, scan specimen	bag ID or Full Spe	cimen ID here:				
Enter/Scan								Ente	
	Availabl	e Collect	ions	View	Shipping Bo	Contents	6	Box4 ¥	
Specimen	Bag ID	# Speci	mens in Bag	Specimen Bag ID	Full Specime	n ID Type	/Color	· · · · · · · · · · · · · · · · · · ·	
CXA12312	2 0008	1		CXA000104 0008		2020	Gold or Red	remove bag	
JAI2312	3 0008	1			CXA000104 0		Sold or Red		
CXA21323	1 0008	4			CXA000104 0 CXA000104 0		rin/Green /Lavender		
CXA34976	51 0008	4		CXA000104 0005		0005 ACD/	ACD/Yellow		
					CXA000104 0		/Yellow		
CXA52848	56 0008	1		CXA346719 0008			Sold or Red	remove bag	
CXA5284	56 0009	1			CXA346719 0 CXA346719 0		Gold or Red rin/Green		
02470451	2 0008	1			CXA346719 0		/Lavender		
CXA78451	2 0008	1			CXA346719 0		Yellow		
CXA78451	2 0009	1		CXA194826 0008	CXA346719 0 CXA194826 0		/Yellow rin/Green	remove bag	
CXA87542	21 0008	4		CAA194828 0008	CXA194826 0		/Lavender	remove bag	
					CXA194826 0		Yellow		
				CXA617682 0008	CXA617682 0	003 Hepa	rin/Green	remove bag	
					CXA617682 0	004 EDTA	/Lavender		
elect or	ie or more	boxes to	o ship					o Review Shipmen Contents	
To Ship	Started		Last Modified	Box Number	Location	Contents	View/Pri	nt Box Manifest	
<ul> <li>Image: A start of the start of</li></ul>	4/12/2022 8	3:04 AM	4/13/2022 2:20 PM	Box4	Main Campus	19 tubes	Box Mar	nifest	
<b>Z</b>	4/12/2022 8	8:06 AM	4/13/2022 2:24 PM	Box5	Main Campus	4 tubes	Box Mar	nifest	

3. Click "Continue to Review Shipment Contents" to view the full shipment manifest 4. Confirm the correct box numbers were assigned to the full shipping manifest

5. Select the box number into which the temperature monitor was place from the dropdown box

**NOTE**: The temperature monitor should be placed into the first box packed

**Return to Packaging** – close the Shipping Manifest and return to the Packaging page







Packaging Box Manifest	Review Shipment Contents	Assign Tracking Information	Finalize Shipment	
Shipment Courier: FedEx Verify Tracking Numbers: <b>Box Tracking Number</b> Box4 440424589710 Box5 449427823611	Number of tubes in shipment 19 4	Number of bags i 4 4	n shipment	13. Click "Sign" to the name typed into the pop-up
Back to Assign Tracking Information		Finalize		episphere.github.io says This shipment is now finalized; no other changes can be made OK
12. Review the pop-up message and type the <u>Email</u> you used to log into the dashboard into the field.	This will finalize the shipment Please enter your email this shipment is finalized changes can be made to details.	d. Once signed, no		14. Review the message in the web browser pop- up and click "OK" to finalize the shipment details
		Sign Close		ose the pop-up without the the shipment details



