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Overview

The purpose of this document is to assist Frederick National Laboratory for Cancer Research (FNL) staff in navigating and operating the BPTL Dashboard, housed within the Biospecimen Dashboard, to receive biospecimen samples for the Connect for Cancer Prevention Study (Connect) study.

Biospecimen Dashboard Login



A. SSO Login – Single Sign-On; Login method for Biospecimen Dashboard

1. Navigate to the Biospecimen Dashboard login screen.

There are three environments for the Biospecimen Dashboard:

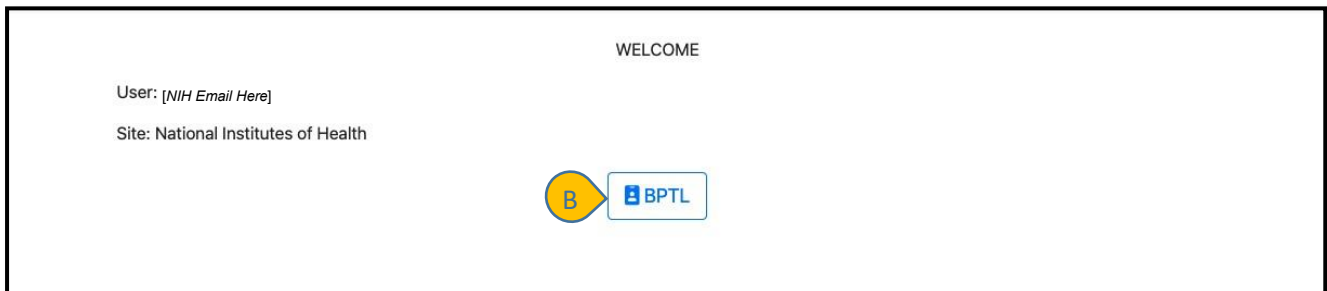
Dev environment <https://episphere.github.io/biospecimen/#> and **Stage** environment <https://biospecimen-myconnect-stage.cancer.gov/#> are for **testing and training**.

Production environment <https://biospecimen-myconnect.cancer.gov/#>

2. Enter NIH email address into the SSO sign in field (A)
3. Click “Sign In” to continue to the Biospecimen Homepage

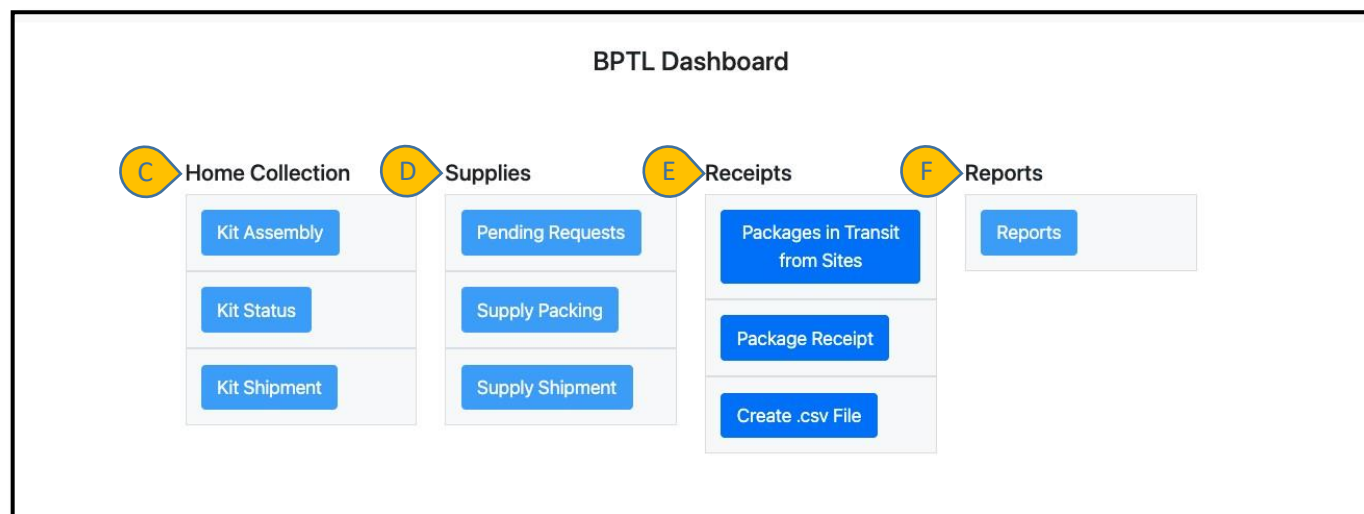
Biospecimen Homepage & BPTL Dashboard

Biospecimen Homepage



B. BPTL – Proceed from the Biospecimen Homepage to the BPTL Dashboard

BPTL Dashboard



- C. **Home Collection** – Assembly, shipment, and shipment status for urine home collection kits (Clinical ONLY)
- D. **Supplies** – Receive, review, and ship research site biospecimen collection supplies
- E. **Receipts** – Confirm package delivery to FNL and record package and biospecimen sample conditions from research sites
- F. **Reports** – Detailed account of shipments to be delivered to FNL

NOTE: Home Collection (C), Supplies (D), and Reports (F) are currently not operational.

Receiving Packages from Sites

Packages in Transit

1. Click the “BPTL” button (B) on the Biospecimen Homepage to navigate to the BPTL Dashboard
2. Under the “Receipts” section (E), click “Packages in Transit from Sites”.
3. View the transit information for each package listed. NOTE: Tracking number is for FedEx courier
4. To open the manifest for a specific package, click “Manifest” (K) in the package’s row.

Ship Date	Tracking Number	Shipped from Site	Expected Number of Samples	Temperature Monitor	Manifest
04/08/2022	123456789123	NIH	12	Yes	Manifest

- G. **Home** – Return to the BPTL Dashboard homepage
- H. **Packages in Transit** – Packages on their way to FNL from research sites
- I. **Packages Receipts** – Enter and save package receipt information
- J. **Create .csv File** – Generate and download CSV file for received packages K. **Manifest** – Open and view an itemized manifest of one (1) package

Package Manifest

Shipping Manifest

Site: Marshfield

Shipped Date and Time: 04/19/2022, 16:11

Location: Lake Hallie Center

Sender: [NIH Email Here]

Box Number	Specimen Bag ID	Full Specimen ID	Scanned By
14	CXA555847 0008	CXA555847 0001	[NIH Email Here]
		CXA555847 0002	
		CXA555847 0003	
		CXA555847 0005	
		CXA555847 0006	
	CXA555890 0008	CXA555890 0001	[NIH Email Here]
		CXA555890 0002	
		CXA555890 0003	
		CXA555890 0004	
		CXA555890 0005	
		CXA555890 0006	

- L. Details of shipment, including:
 - a. **Shipped Date and Time** – Date and time package was shipped from research site; Time is reported in 24-hour time format
 - b. **Sender** – NIH email of person from site that finalized the package shipment
 - c. **Site** – Site from which the package was shipped
 - d. **Location** – Shipping location from which the package was shipped; sites may have two or more shipping locations
 - M. Itemized catalogue of package contents and name of person who packed the contents
 - N. **X** – Close the package manifest window
5. Click the “X” at the top of the window (N) to close the manifest.

Package Receipt

1. Navigate to the “Packages Receipt” page by either clicking the tab (I) at the top of the “Packages in Transit” page or by clicking the button under the “Receipts” section (E) on the BPTL homepage.

The screenshot shows the 'Package Receipt' page with the following elements and callouts:

- Navigation:** Home, Packages in Transit, **Packages Receipt**, Create .csv file.
- Receive Packages:** Select Shipment (O) dropdown menu.
- Scan FedEx/USPS Barcode:** Input field with a checkmark (Q) indicating successful identification.
- Select Package Condition:** Dropdown menu with options: -- Select Package Condition --, Package in good condition, No Ice Pack, Warm Ice Pack (R).
- Comment:** Text area with placeholder 'Any comments?' (S).
- Date Received:** Date picker showing 05/11/2022 (T).
- Collection Card Data Entry for Home Mouthwash Kits:** A section that is grayed out, containing:
 - Check if card not included: ☐
 - Collection ID: Input field with placeholder 'Scan or Enter a Collection ID' (U).
 - Enter Collection Date from Collection Card: Date picker with placeholder 'mm/dd/yyyy'.
 - Enter Collection Time from Collection Card: Time picker with placeholder '--:--:--'.
 - Comments on Card Returned: Text area with placeholder 'Comments on the card?'.
- Buttons:** Clear (W), Save (V).

2. Click the “Select Shipment” dropdown box (O) and choose “Site Shipment” (P) as the shipment type being received
3. Confirm the “Collection Card Data Entry for Home Collection” section (U) of the page has been grayed out, and data cannot be entered into any of the fields.

This close-up shows the 'Collection Card Data Entry for Home Mouthwash Kits' section, which is grayed out, indicating that data entry is disabled. The fields include a checkbox for 'Check if card not included', and input fields for 'Collection ID', 'Enter Collection Date from Collection Card', 'Enter Collection Time from Collection Card', and 'Comments on Card Returned'.

4. Scan the FedEx label on the package into the “Scan FedEx/USPS Barcode” field (Q).
5. Confirm that the FedEx label has been successfully identified with the appearance of a checkmark (X) to the right of the “Scan FedEx/USPS Barcode” field.

Note: If the system does not find the FedEx/USPS number that was entered, it will return a message that says 'Error'. Verify the tracking number, and if still not found, follow the relevant SOP.

6. Select conditions that reflect that of the package in the "Select Package Conditions" field (R).

NOTE: To select multiple conditions, hold down the command/control key while making multiple selections.

7. Type any additional notes or comments regarding the package receipt, if any, into the "Comment" field (S).
8. "Date Received" will automatically populate the current date. If the package was delivered to FNL at an earlier date, adjust the date in the field using the dropdown calendar (T).

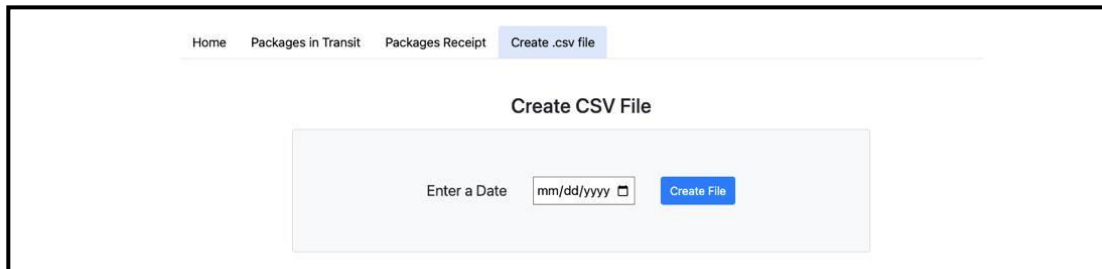
9. Review the information entered to confirm accuracy. If the information is correct, click "Save" (V) to save the package receipt responses.
10. If the information is incorrect, click "Clear" (W) at the bottom of the page to clear the information without saving and re-enter the information.
11. Confirm the package receipt responses were saved with the appearance of a green "Responses saved!" banner across the top of the "Package Receipt" page.

12. Repeat **steps 3** through **11** until all packages have been received.

Creating a CSV File

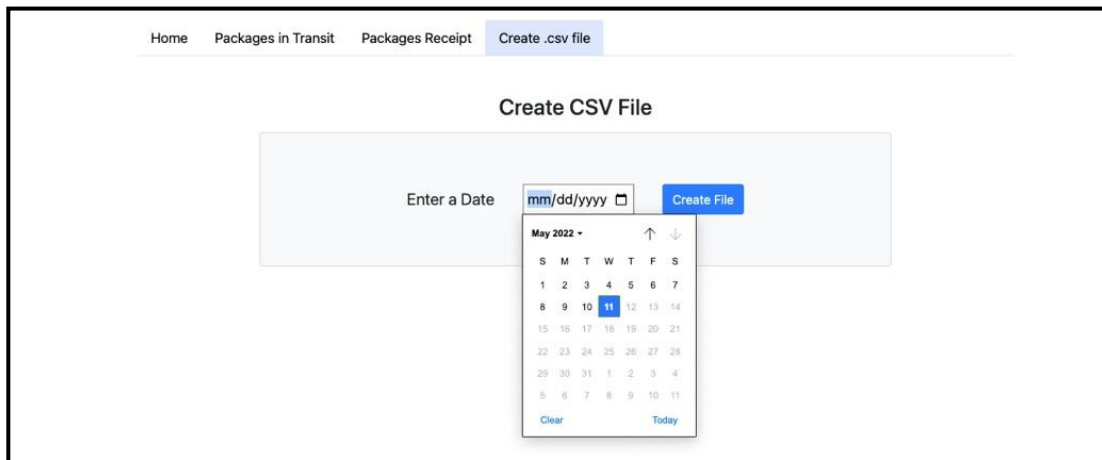
The *Create CSV File* function will generate a list of all samples receipted on a given date. It is formatted for import into the BSI.

1. To navigate to the “Create .csv File” page from the BPTL Dashboard homepage, click “Create .csv File” under the “Receipts” section (E).
2. To navigate to the “Create .csv File” page from the “Package Receipt” page, click the “Create .csv File” tab at the top of the page (J).



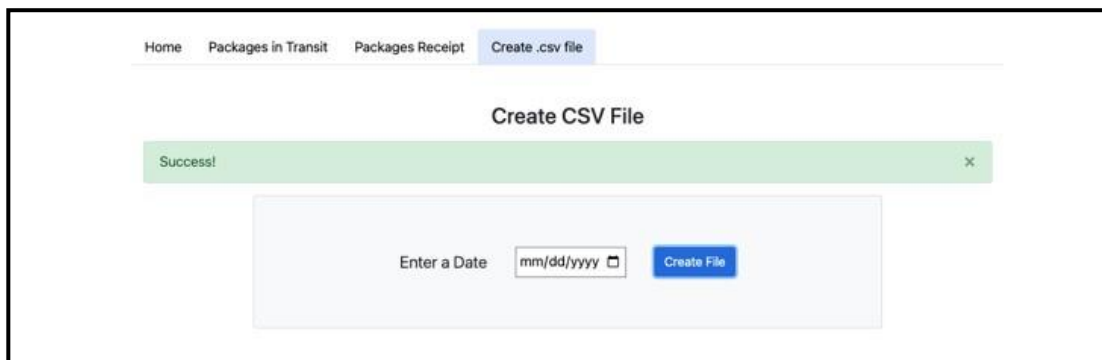
The screenshot shows the BPTL Dashboard navigation bar with tabs: Home, Packages in Transit, Packages Receipt, and Create .csv file. The 'Create .csv file' tab is selected. Below the navigation bar, the page title 'Create CSV File' is centered. A form area contains the text 'Enter a Date' followed by a date input field with a placeholder 'mm/dd/yyyy' and a calendar icon, and a blue 'Create File' button.

3. Select the date on which the package(s) was received using the dropdown calendar.



This screenshot shows the same 'Create CSV File' page as the previous one, but with the date dropdown calendar open. The calendar displays the month of May 2022. The date '11' is selected. The calendar includes a header with the month and year, a grid of days, and 'Clear' and 'Today' buttons at the bottom.

4. Click “Create File” to create and download the CSV file.



The screenshot shows the 'Create CSV File' page after the 'Create File' button has been clicked. A green success message banner is displayed at the top of the form area, reading 'Success!'. The form area below the banner still contains the 'Enter a Date' input field and the 'Create File' button.

5. Confirm the CSV file was successfully created with the appearance of a green “Success!” banner across the top of the “Create .csv File” page.
6. Open the downloaded CSV file and review/edit as needed.
7. Save the CSV file in preparation for importation into BSI.