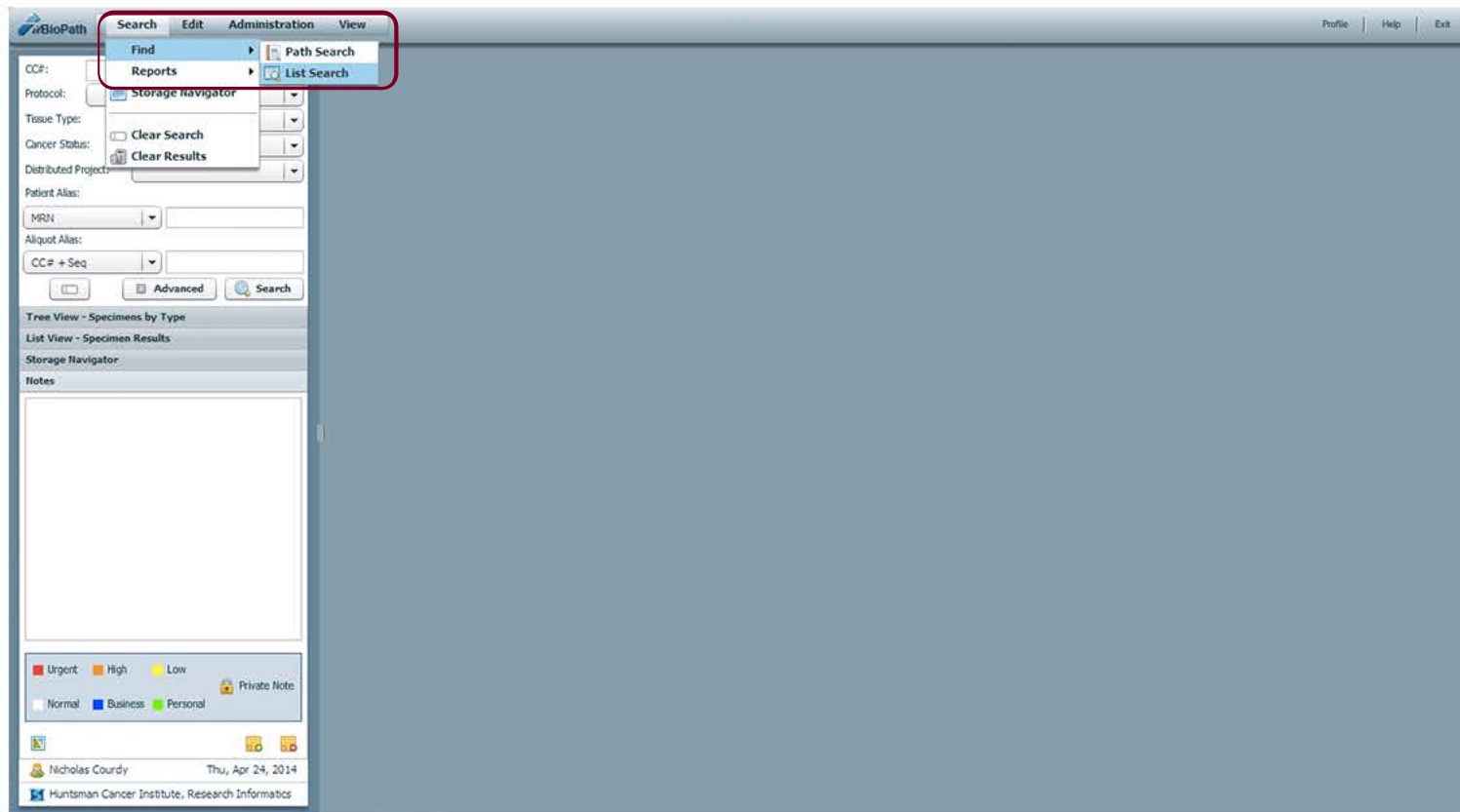


itBioPath

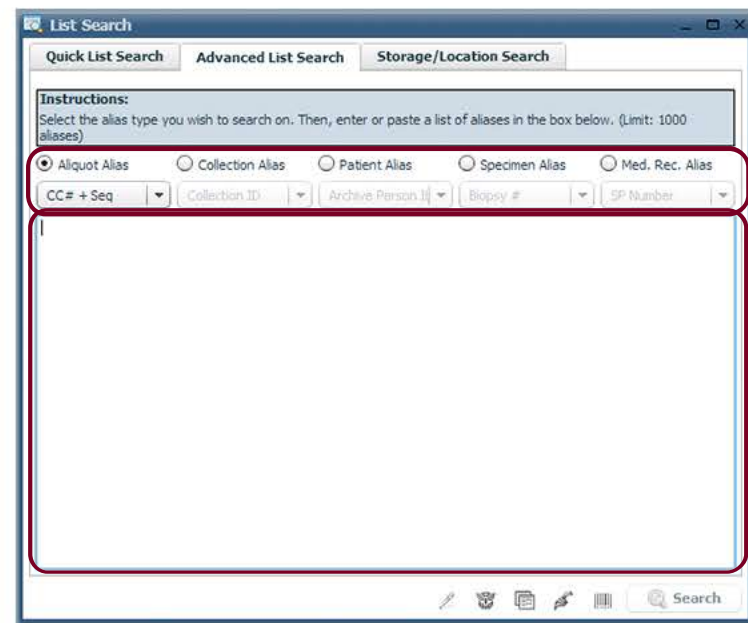
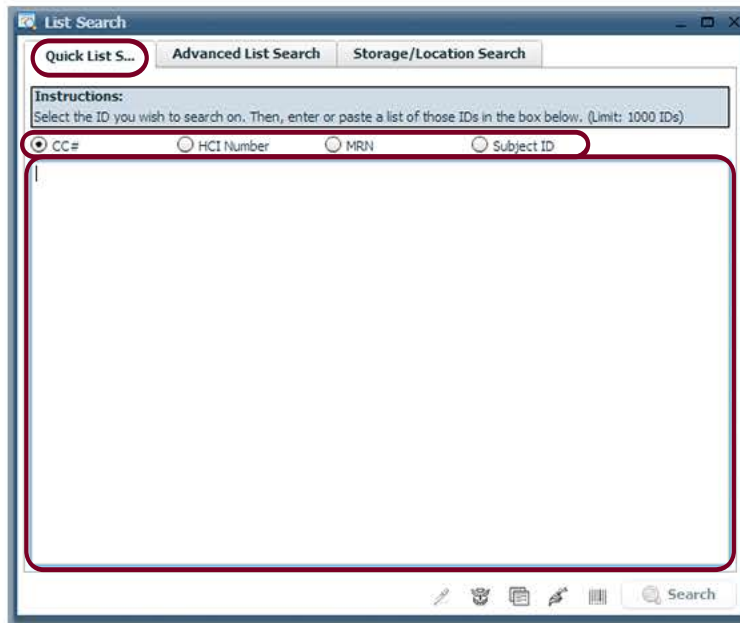
HOW-TO




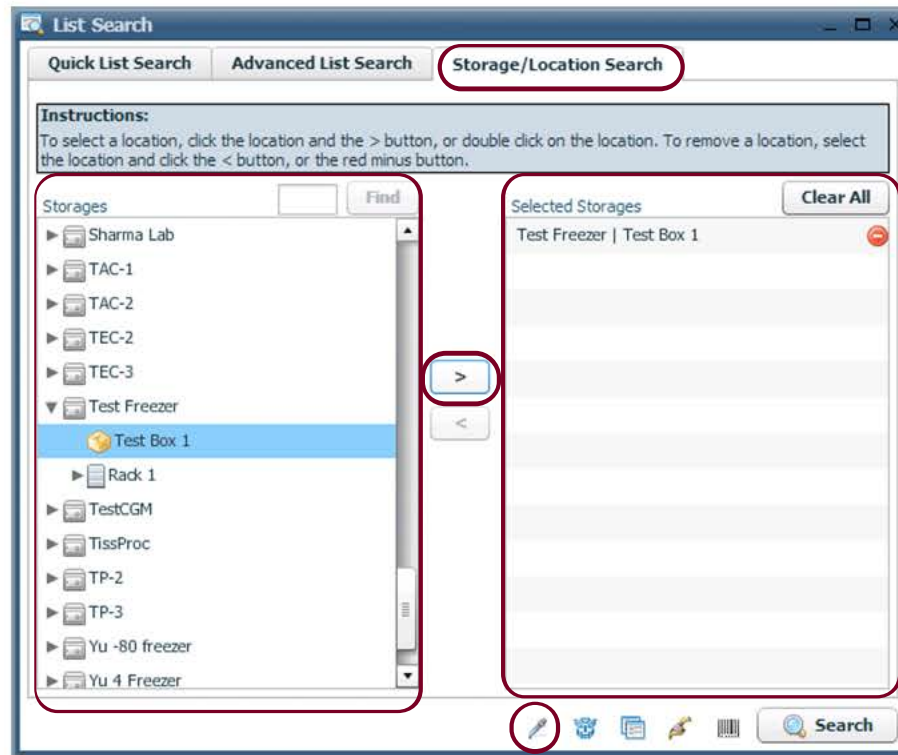
Performing a Batch Disbursement




The first method for searching data in itBioPath for a batch process is the List Search. Navigate to Search > Find > List Search. A new window will open.



The list search window has 3 tabs. The 'Quick List Search' and 'Advanced List Search' allow you to choose from multiple selections and enter the specific identifiers in the text field. Once the information is entered and complete, click on the eye dropper icon  to start a batch disbursement with the information entered.



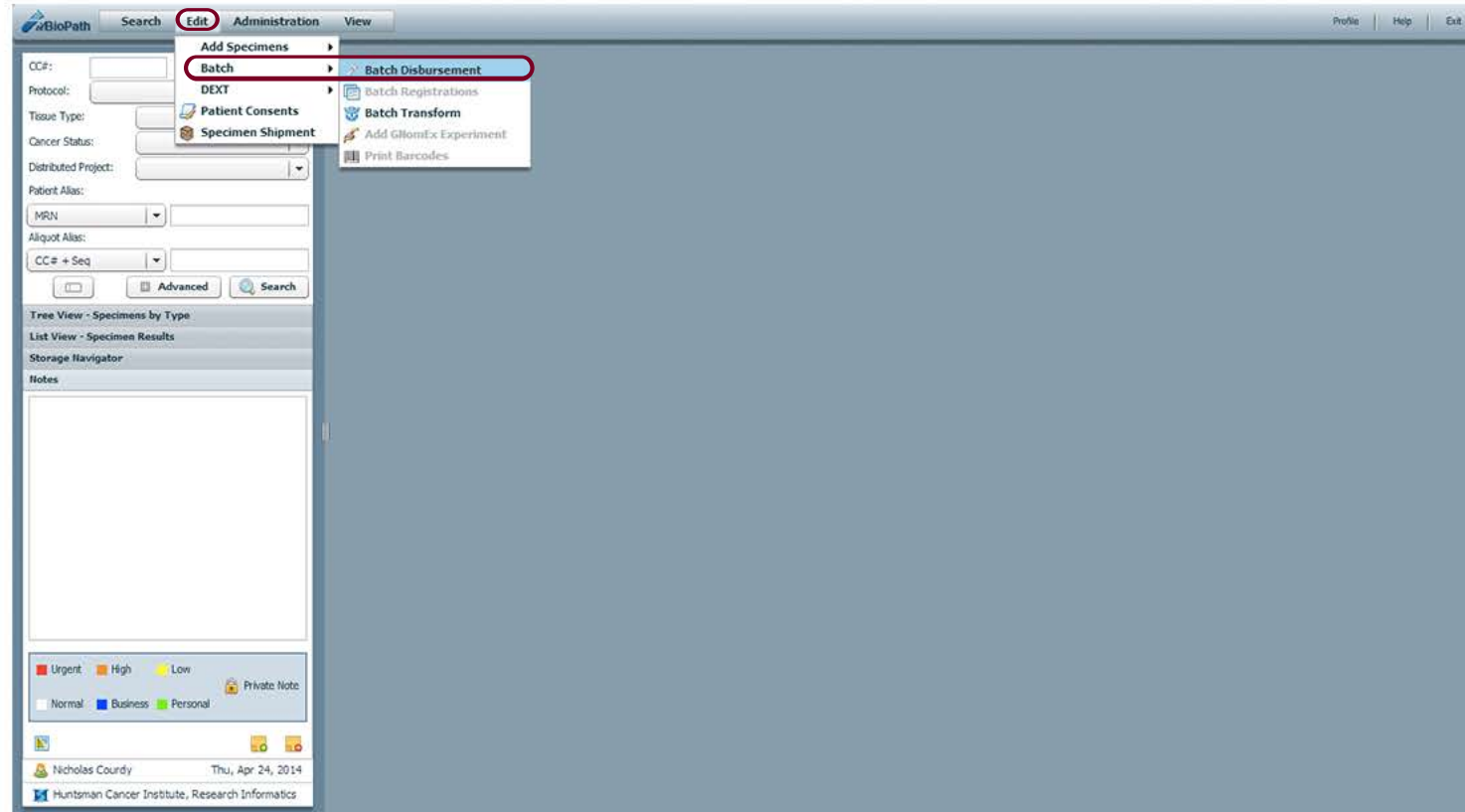
The third tab on the List Search window is the 'Storage/Location Search'. Within this tab you can search by a box or boxes in various freezers. Find the specific box ready for disbursement and click the arrow icon to move it into the 'Selected Storage' column. When all the boxes have been moved, click on the  icon to start a batch disbursement with the specimens in the boxes selected.

The screenshot displays the itBioPath software interface. On the left, the 'Edit' menu is open, showing a path: Edit > Administration > Batch > Batch Disbursement. Below this, a search filter for 'Patient MRN' is set to 'ACIS-007'. A table titled 'Tree View - Specimens by Type' lists various specimen types and their counts:

Specimen Type	Count
Blood - Plasma	7
Blood - Serum	4
Blood - White Blood Cells/Buffy Coat	6
Blood Product	1
Genetic - DNA	2
Genetic Product	1
Solid Tissue	4

On the right, the 'Patient #ACIS-007 (MRN)' record is shown. It includes fields for Site (HCI), MRN (ACIS-007), HCI Person ID (1124268), and Shadow ID (MNLFK). Demographics include Birth Date (09/30/1969), Age (44), and Patient Comments (Created from OBGYN upload 10/26/2011). A table at the bottom lists Patient Aliases with columns for Site, Ident, Alias Type, Alias, and Protocol.

The second method for searching data in itBioPath for a batch process is the Basic/Advanced search on the Dashboard. After a search is conducted and information is retrieved, navigate to Edit > Batch > Batch Disbursement. In this example a search by Patient MRN was conducted. itBioPath found the specimens associated to the patient, and now a disbursement of these specimens can be initiated.



The third method for searching data in itBioPath for a batch process is a Batch ID. This method can only be used if a search has not already been conducted in itBioPath. If itBioPath is blank, navigate to Edit > Batch > Batch Disbursement. A new window will open.

Batch Disbursement

Batch Filters

Prep. Type:

Unit Type:

Unit Metric:

Tissue Type:

Specimen Type:

Aliquot Location:

Location Format: Freezer | Rack | Box

Show also non-disburseable/depleted aliquots

Disburseable Aliquot List

of Specimen Groups: 2 Total # of Aliquots: 7

Save Aliquot List to File:

Site / CC #	Specimen Type	Prep. Type	Aliquot Count / Location	Initial Amt	Available Amt	Unit Type
HCI / 14-02856	Solid Tissue	Frozen	6 Aliquots	6.0000	6.0000	mL
HCI / 14-02857	Blood Product	Frozen	1 Aliquot	5.0000	5.0000	mL

Specimen List

Specimens Displayed: 2(6)

CC #	Protocol	Aliquots	Consent Status
14-02856	HCI Test Protocol	6	Not Linked
14-02857	HCI Test Protocol	1	Not Linked

Consent

Has Consent
 Has Consent Form
 Consent Date:

Can Use Tissue
 Can Contact
 Can Link to M, R.

Specimen Info

CC #:
 Tissue Type:
 Specimen Type:

Tissue Cancer Status:
 Collected Date:
 Quality Notes:

Hide specimens with no aliquots

Batch ID: 1234

In the bottom left of the 'Batch Disbursement' window enter a Batch ID to load specimens. A Batch ID is a specimen alias that can be assigned to multiple specimens. Available aliquots for disbursement will appear. *This window will look similar if disbursing using the List Search or Dashboard search methods. When the Aliquots have been loaded click 'Next'.

Batch Disbursement

Disbursement Info

Project: Test project Show Inactive

Disburse Date: 04/24/2014 0 : 00 Time Unknown

Person Disbursed From: Nicholas Courdy

Person Disbursed To:

Lab Disbursed From: Test

Lab Disbursed To: Test

Thaw Date: 0 : 00 Time Link

Disbursement Comments:

Disburse first: aliquots from each specimen

Disbursing Amt: Per Aliquot Per Specimen

Jump to CC#: 2 specimens passed in for disbursing

Specimen Linked Consent Info

Specimens with no consent linked:		Specimens with consent needs review:	
CC #	Verify	CC #	Status
14-02856	<input checked="" type="checkbox"/>		
14-02857	<input checked="" type="checkbox"/>		

I've verified above consents

Disbursing Aliquots by Specimen

Site: HCI Preparation Type: Frozen Unit: mL

Save Aliquot List:

(1) 14-02856 Specimen Type: Solid Tissue Total Disbursing Amt: 6.0000 Select/Unselect All (6 aliquots) 0 aliquot will be left

Sequence	Location	Prep. Type	Available	Remaining	Disbursing	Unit	Sections	Containers	Deplete
e <input checked="" type="checkbox"/>	Test Freezer Test Box 1 E7	Frozen	1.0000	0.0000	1.0000	mL			Yes
f <input checked="" type="checkbox"/>	Test Freezer Test Box 1 E8	Frozen	1.0000	0.0000	1.0000	mL			Yes
g <input checked="" type="checkbox"/>	Test Freezer Test Box 1 E9	Frozen	1.0000	0.0000	1.0000	mL			Yes
h <input checked="" type="checkbox"/>	Test Freezer Test Box 1 F1	Frozen	1.0000	0.0000	1.0000	mL			Yes
i <input checked="" type="checkbox"/>	Test Freezer Test Box 1 F2	Frozen	1.0000	0.0000	1.0000	mL			Yes
j <input checked="" type="checkbox"/>	Test Freezer Test Box 1 F3	Frozen	1.0000	0.0000	1.0000	mL			Yes

(2) 14-02857 Specimen Type: Blood Product Total Disbursing Amt: 5.0000 0 aliquot will be left

Sequence	Location	Prep. Type	Available	Remaining	Disbursing	Unit	Sections	Containers	Deplete
g <input checked="" type="checkbox"/>	Test Freezer Test Box 1 F6	Frozen	5.0000	0.0000	5.0000	mL			Yes

The next step determines what sequences will be disbursed. There needs to be a Project associated to the disbursement and any consents must be verified. Include what Lab the specimens are from and where they are going to. When all the information is correct click 'Disburse New/Ship'. A new window will open.

Shipment Detail

Detail

Batch ID: 3759
 Protocol: HCI Test Protocol
 Last Status: Created

Sender: Nicholas Courdy
 Receiver:
 Tracking #:
 Carrier:
 Ship Date:
 Temperature: 0 .00 F

(Select to set or manually enter the address)
 Select:
 Address 1: 675 Arapeen STE 200
 Address 2:
 City: Salt Lake City
 Postal Code: 84108 State: UT
 Country: United States
 Phone 1:
 Phone 2:

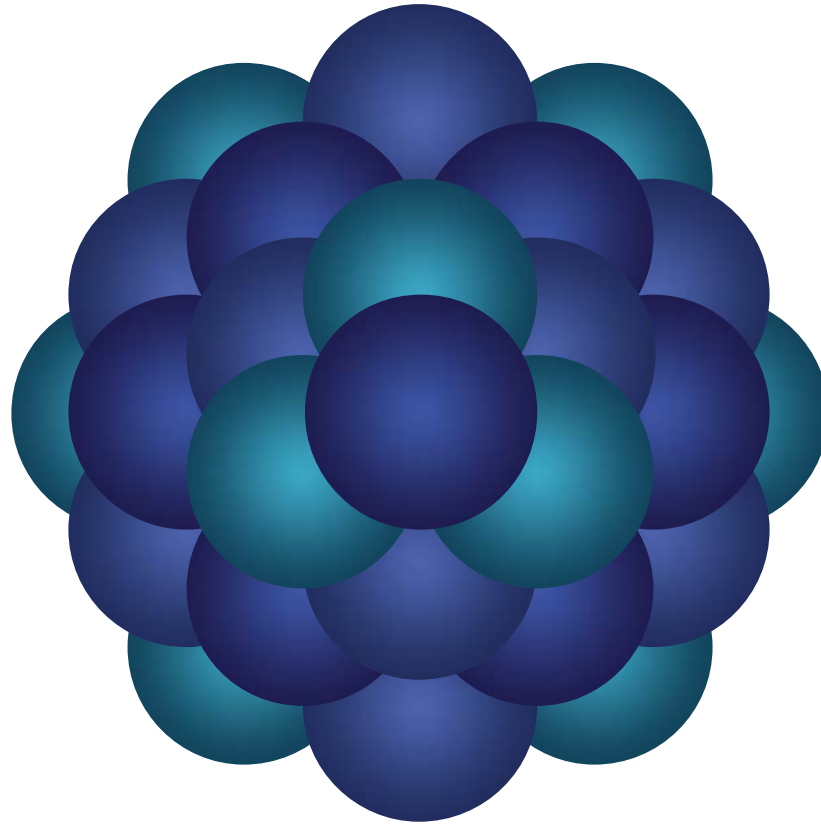
Shipment Comment:
 Status History:
 04/24/2014 12:44 Created Nichola...
 Set Last Status:

Specimen Aliquots

Specimen/Aliquot Count: 7

CC#	Amount	Disbursed Date/Time	Project	Location Before Disbursement
14-02856 i	1.0000 mL	04/24/2014	Test project	Test Freezer Test Box 1 F2
14-02856 e	1.0000 mL	04/24/2014	Test project	Test Freezer Test Box 1 E7
14-02856 g	1.0000 mL	04/24/2014	Test project	Test Freezer Test Box 1 E9
14-02857 g	5.0000 mL	04/24/2014	Test project	Test Freezer Test Box 1 F6
14-02856 h	1.0000 mL	04/24/2014	Test project	Test Freezer Test Box 1 F1
14-02856 j	1.0000 mL	04/24/2014	Test project	Test Freezer Test Box 1 F3
14-02856 f	1.0000 mL	04/24/2014	Test project	Test Freezer Test Box 1 E8

The 'Shipment Detail' window will open. In this window include the address of where the aliquots will be shipped. Double check that all aliquots being sent are included in the disbursement. They will appear in the 'Specimen Aliquots' box. When the information is correct click 'Update'.



Questions?

Email 'Informatics - itBioPath Support' email group