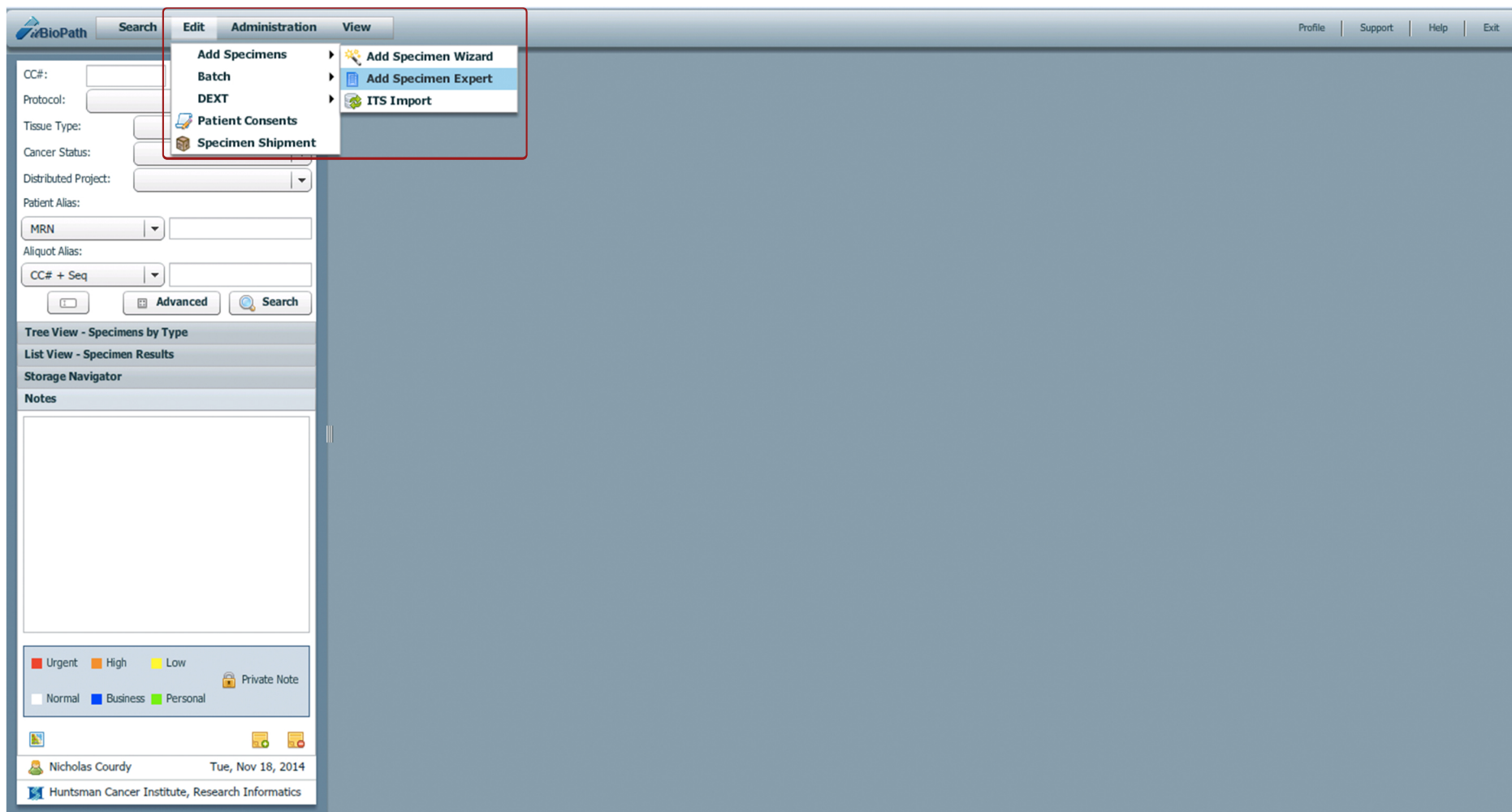


# itBioPath

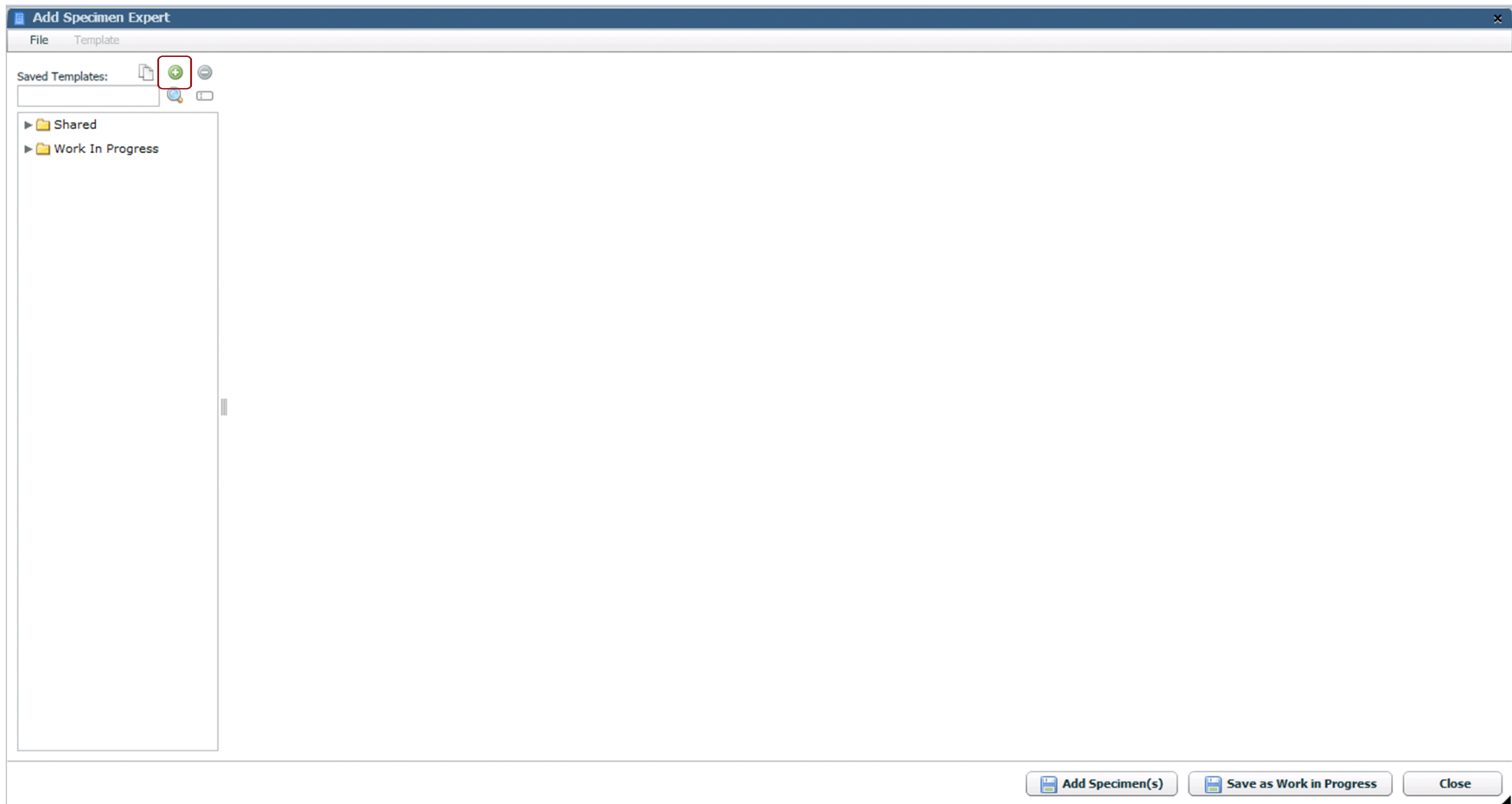
# HOW-TO




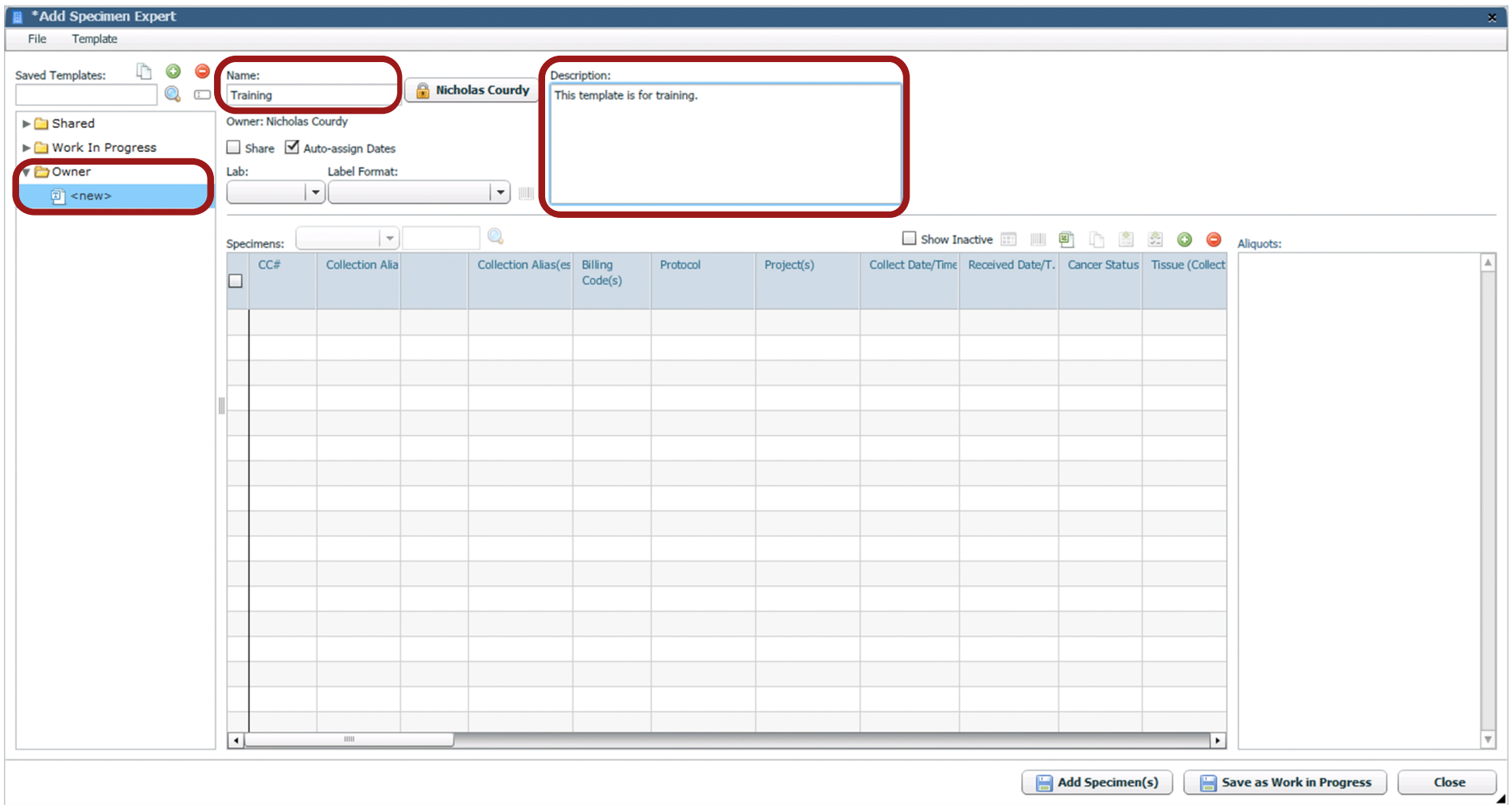
Creating Templates



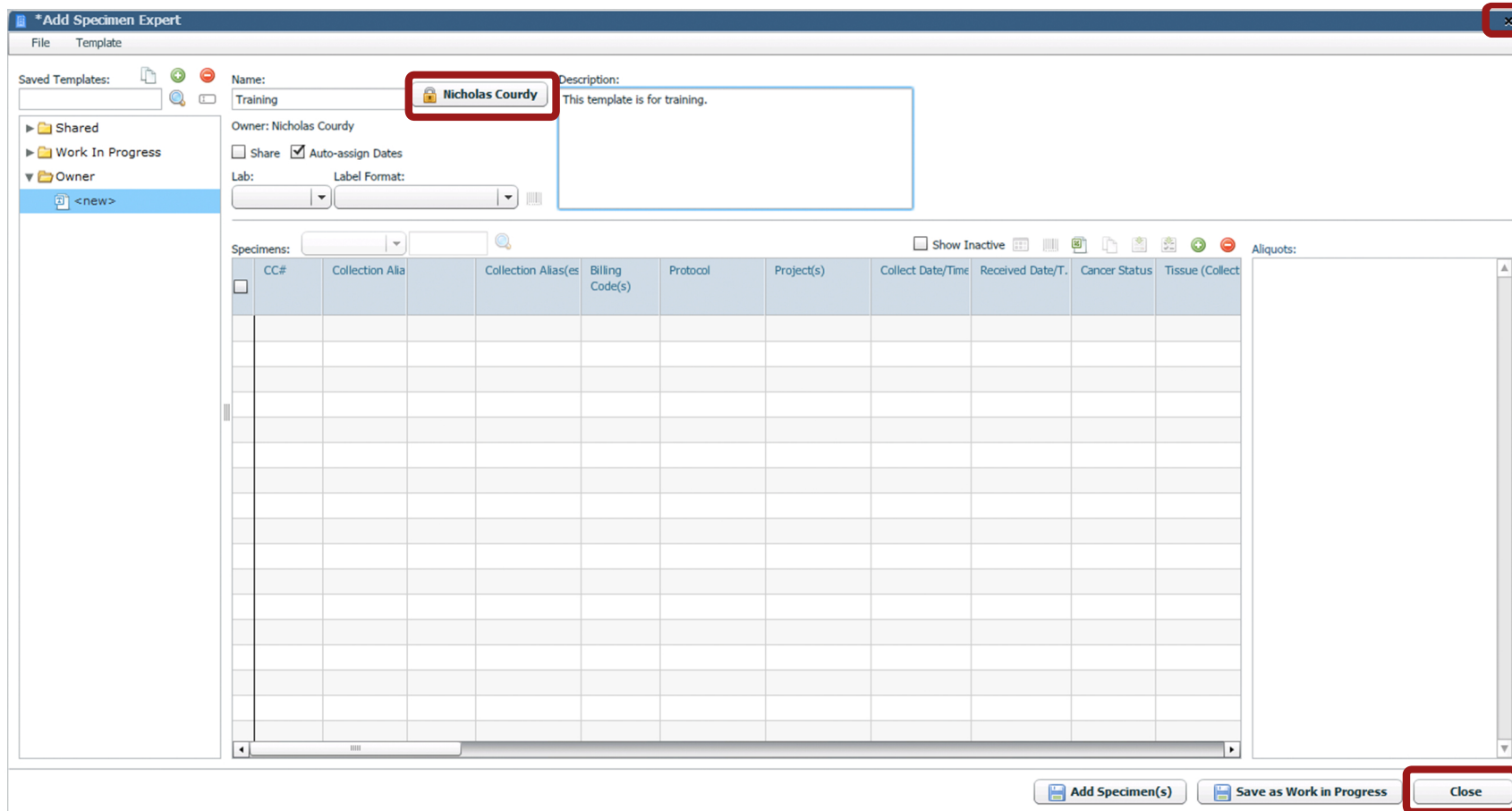
To create a new template or view existing shared templates navigate to Edit > Add Specimens > Add Specimen Expert  
A new window will open.




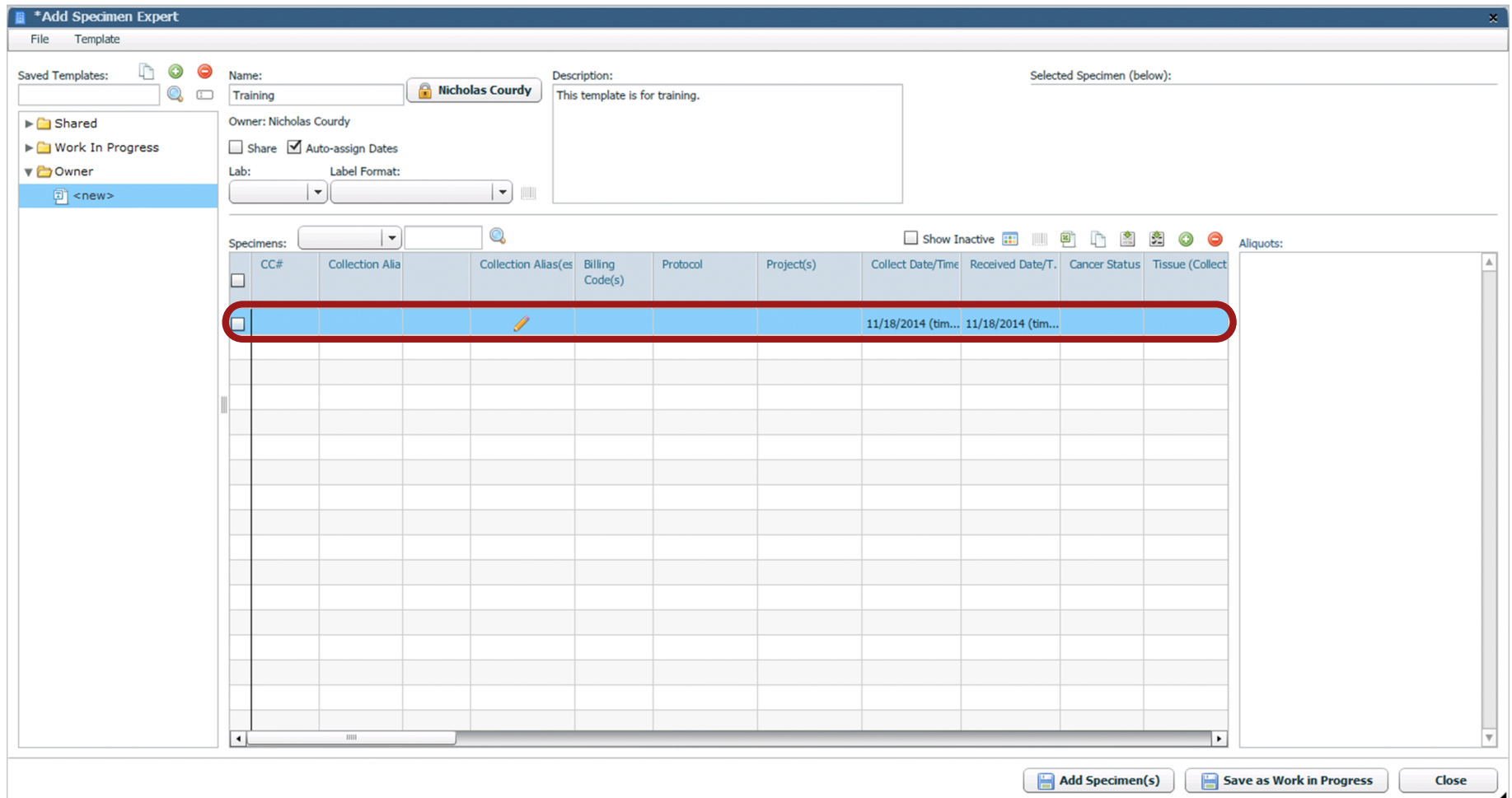
When the 'Add Specimen Expert' window first launches existing shared templates and works in progress will be visible. To create your own template click on the  icon.




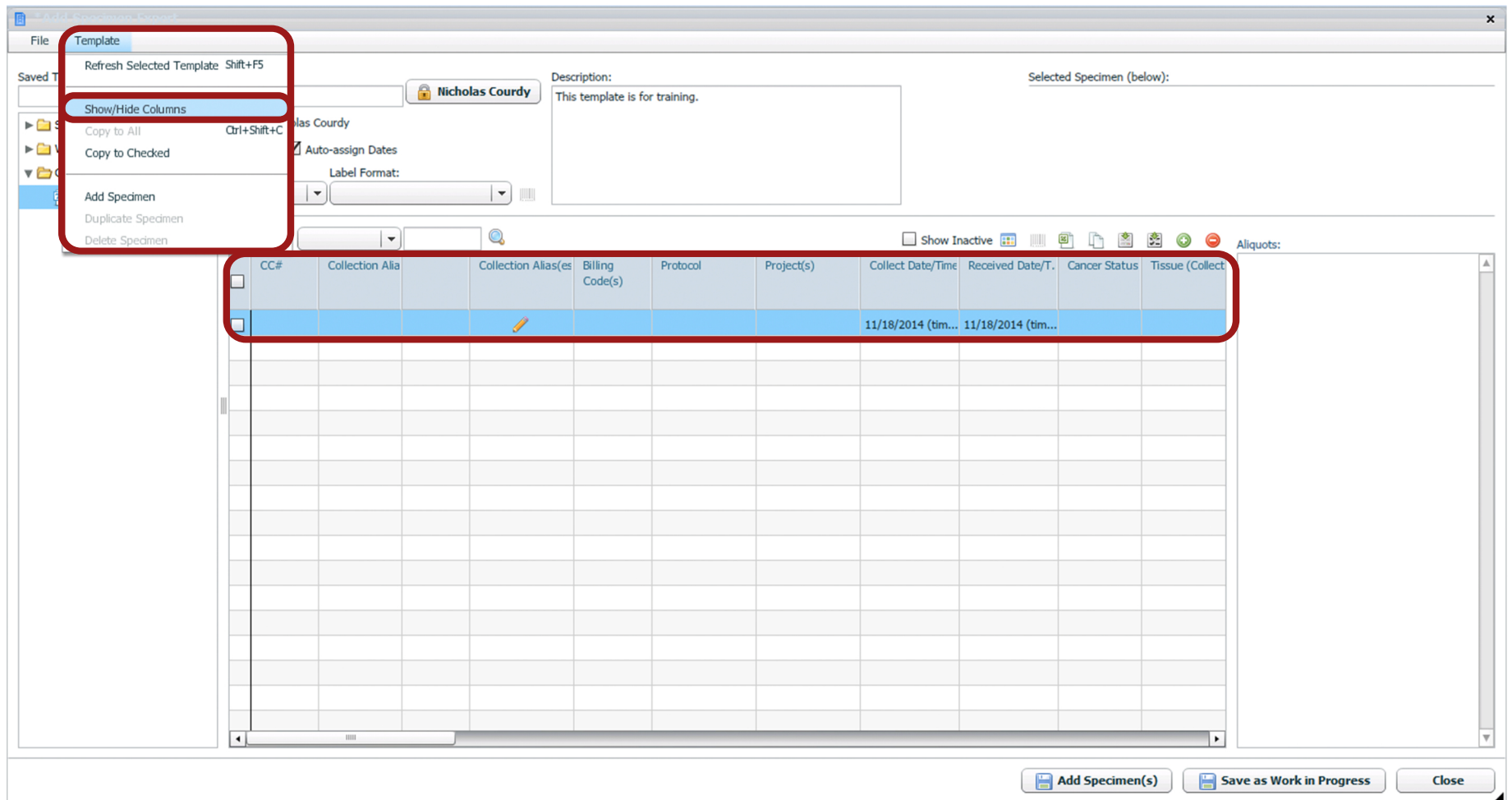
The 'Owner' folder will appear with the new template in it. Title the new template according to your group's naming standards. Enter a description for the template. If the 'Share' option is checked, everyone will be able to view the template



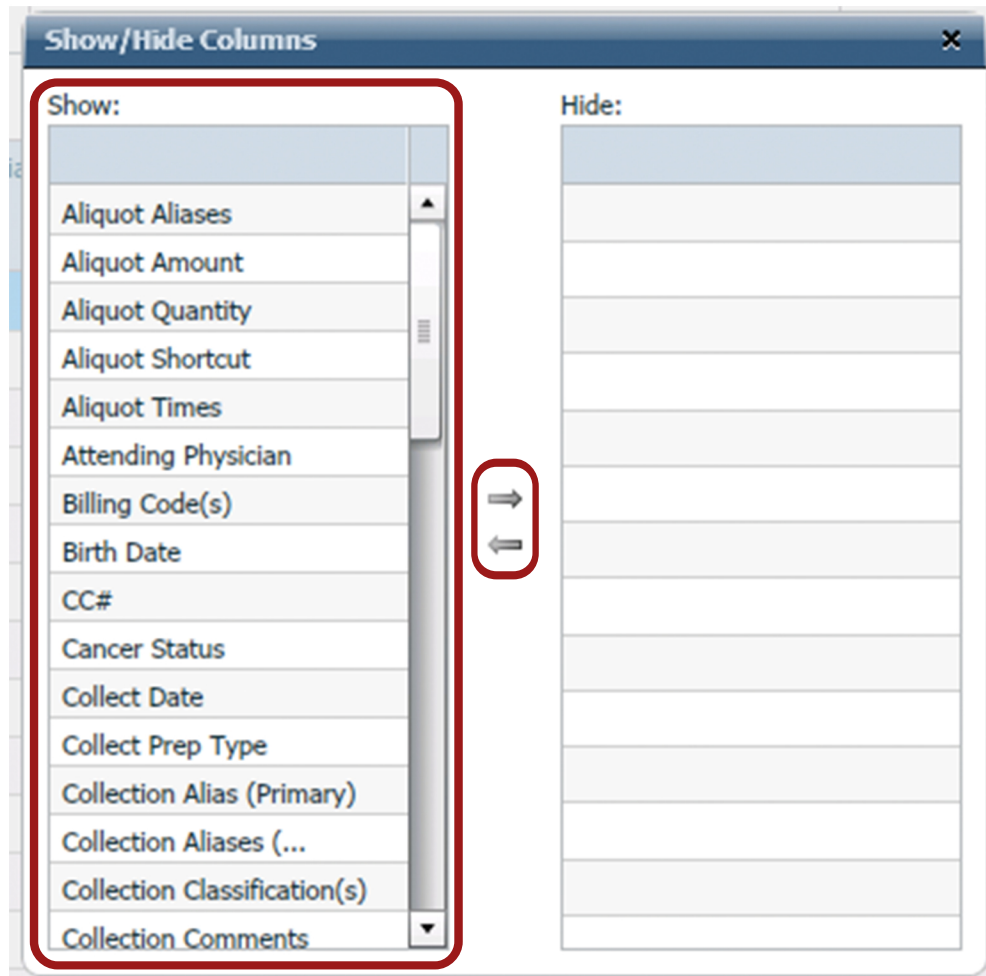
The lock icon and name at the top of the template indicates the current user. The template is only editable by the first user to open the template and can not be edited by other users during this time. To unlock the template, click 'Close' or the  icon. If the browser window is closed before unlocking, the template will stay locked to that user.



To add specimens to the template click on the  icon. In the appropriate fields, enter information about the specimens that will remain constant throughout the collection process.

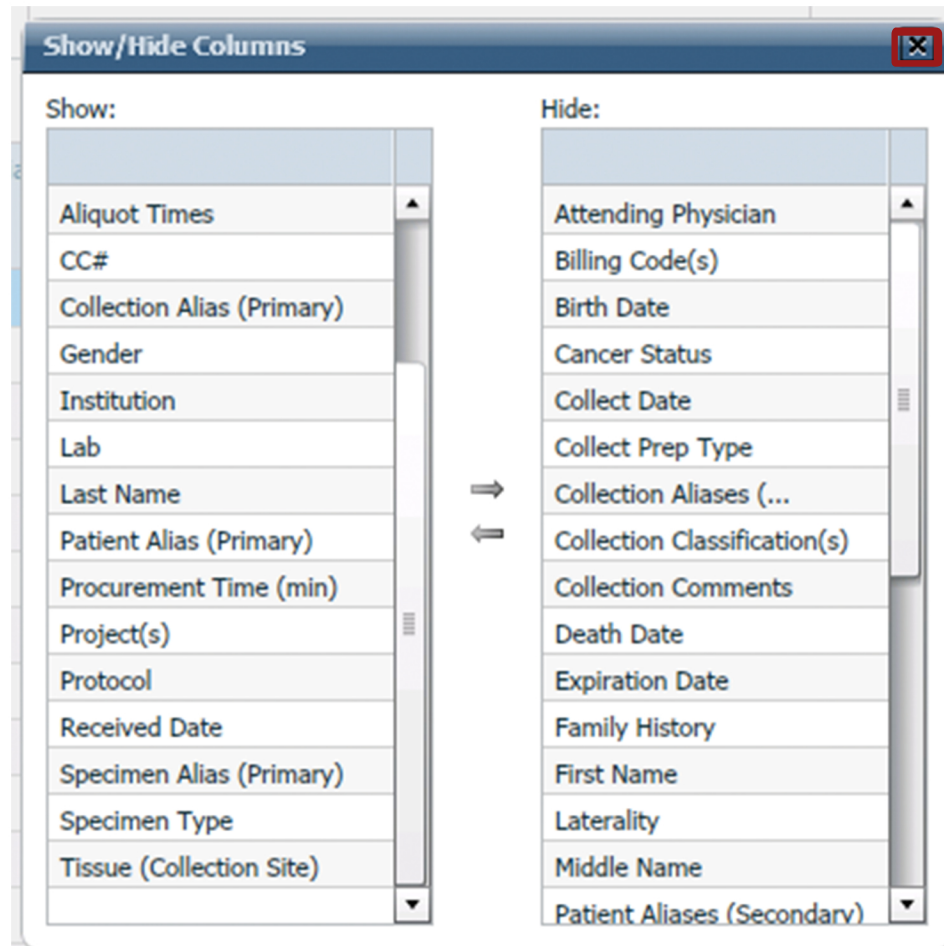



The 'Add Specimen Expert' includes many different columns for data entry. All templates may not use every column. Choose which columns are visible by navigating to Template > Show/Hide Columns. A new window will appear.

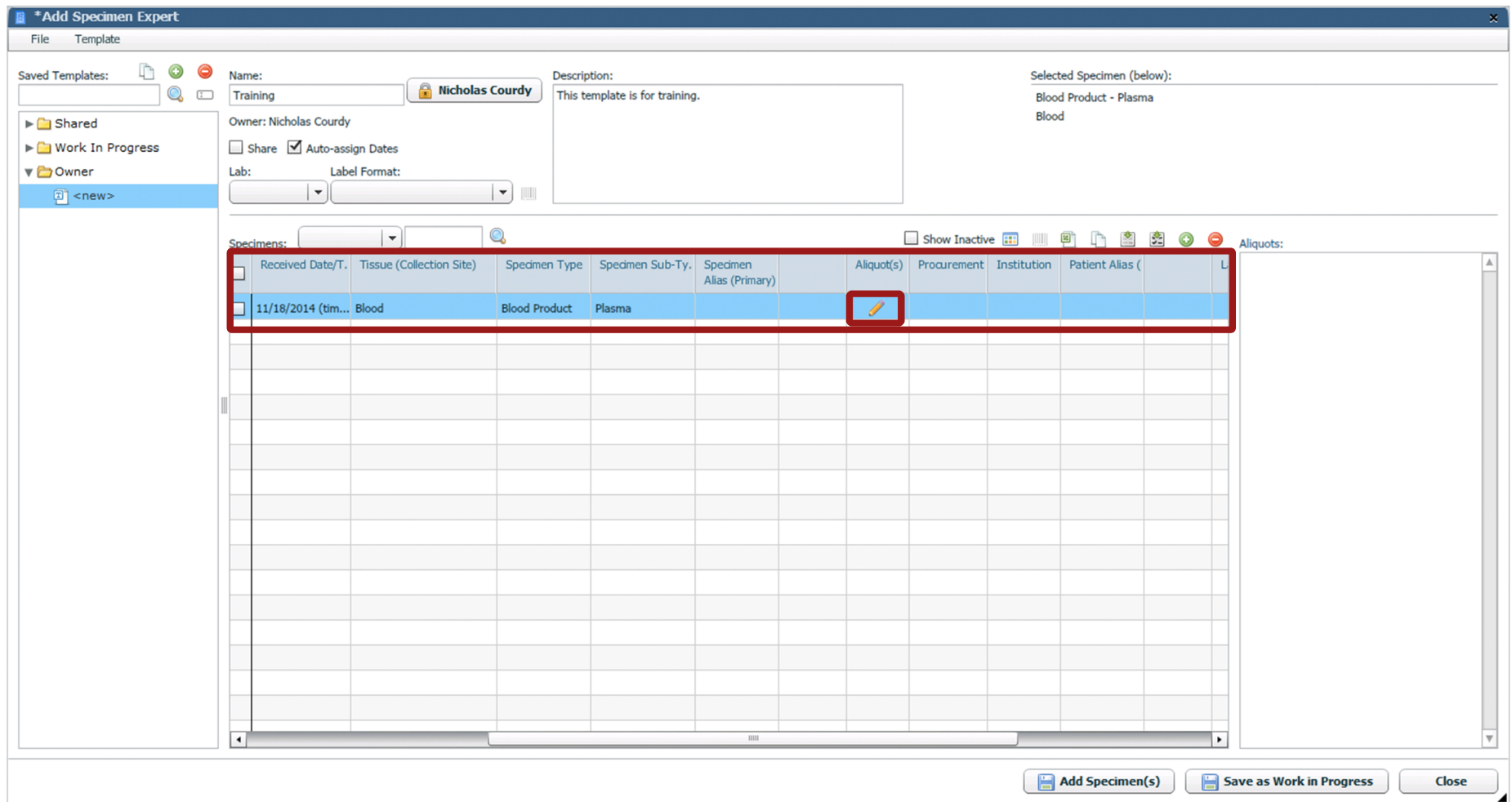



To hide columns that are unnecessary for your template, highlight the column header on the left side and click the → icon to hide the column from view. Once hidden, a header can be unhidden by clicking the ← icon.

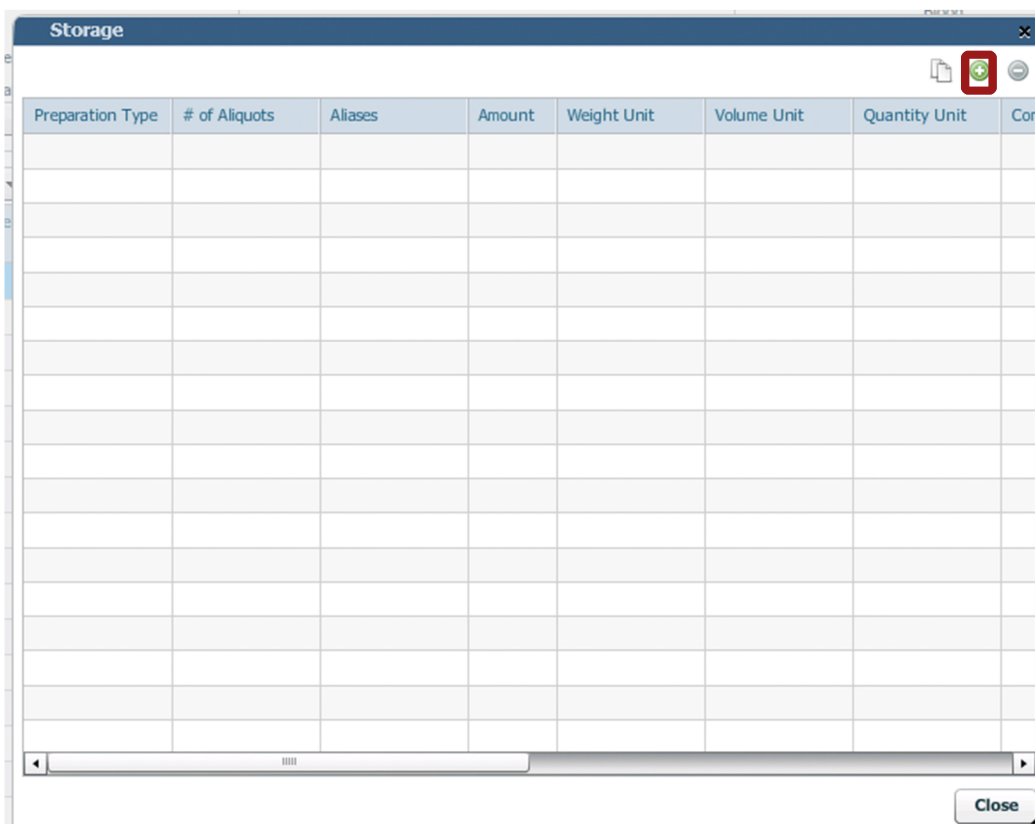





Once all unnecessary columns are hidden click on the  icon in the top right. This will close the window and save the settings.



The changes will now be reflected in the visible columns. Enter the correct information in each field about the collected specimens. To add 'Aliquot' information click on the  icon. A new window will open.



The storage window will open. Click on the  icon to add Aliquot storage information for the template.

**Add Storage**

Storage Prep Type: Frozen # Aliquots: 3

Amount: 1.0 Unit:  Weight  Volume mL  Quantity

Computation Type:  Per Aliquot  Total Container Type: Cryovial

Cell Type: Cell Count: Concentration:

Aliquot Comments:

Aliquot Times:

Type	Time
Storage Time (...)	11/18/2014 (time unknow

Aliquot Aliases:

a
b
c

Location 1: Test Freezer | Test Box 1

Location 2:

Change Template Locations  
 Change All Locations

How do you want cells to be selected?

Next Available  
 Sequential  
 Manual

Update Selections  
Clear All Selections

Selected XY: F1, F2, F3 Selected XY:

Update Update & Add Another Close

The 'Add Storage' window will open. Enter the correct information about the Aliquot collection. Also choose the Freezer Location of where the Aliquots will be stored. Once the information is complete, click 'Update'. The window will close.



\*Add Specimen Expert

File Template

Saved Templates:

Name: Training **Nicholas Courdy** Description: This template is for training.

Selected Specimen (below):  
Blood Product - Plasma  
Blood

Owner: Nicholas Courdy  
 Share  Auto-assign Dates  
Lab:  Label Format:

Specimens:    Show Inactive

Received Date/T.	Tissue (Collection Site)	Specimen Type	Specimen Sub-Ty.	Specimen Alias (Primary)	Aliquot(s)	Procurement Time (min)	Institution	Patient Alias (Primary)
11/18/2014 (tim...	Blood	Blood Product	Plasma					

Aliquots:

Storage Prep Type: Frozen  
# Aliquots: 3  
Amount: 1.0 mL per aliquot  
Aliquot Times:

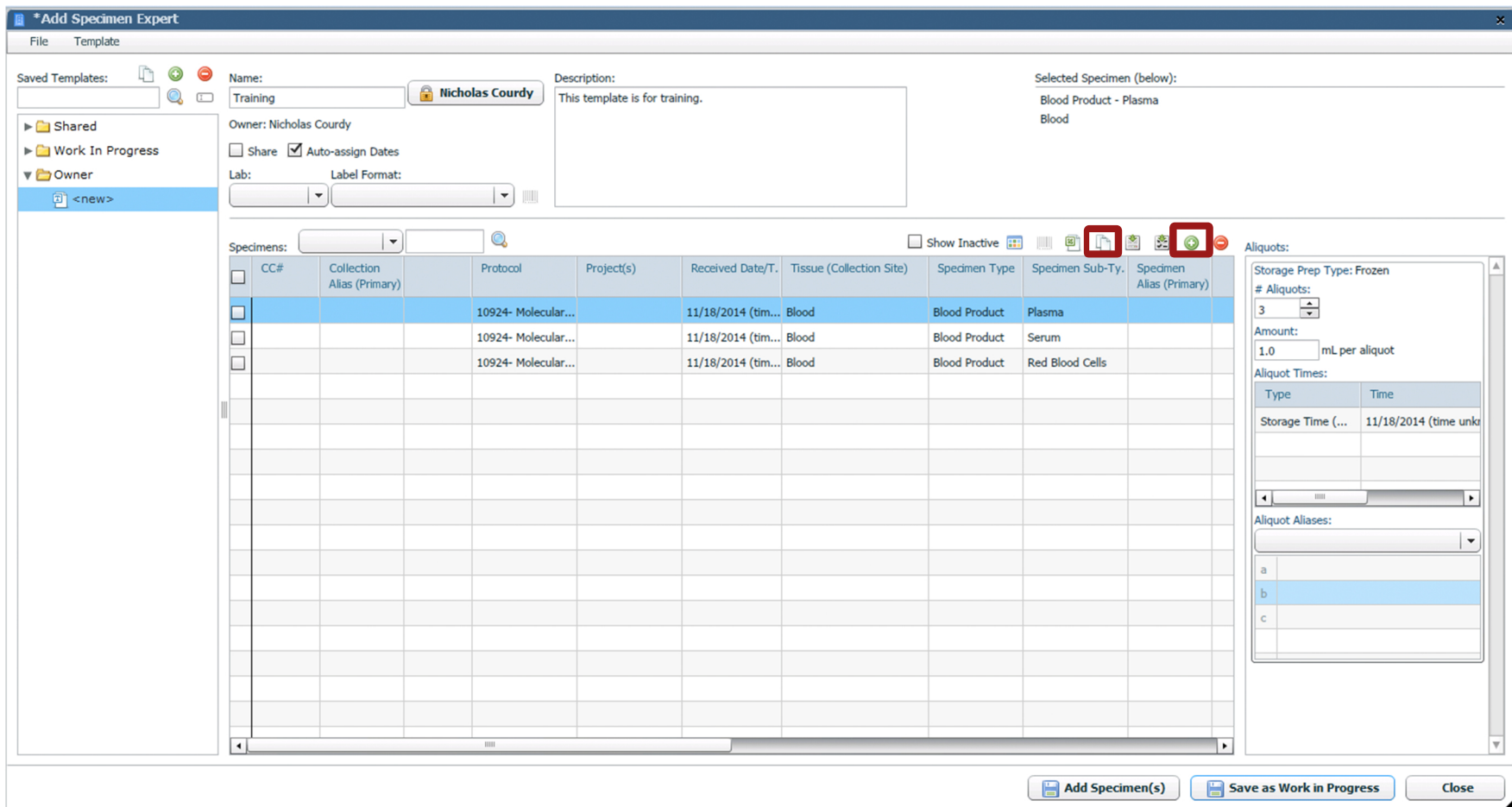
Type	Time
Storage Time (...)	11/18/2014 (time unk...



Aliquot Aliases:

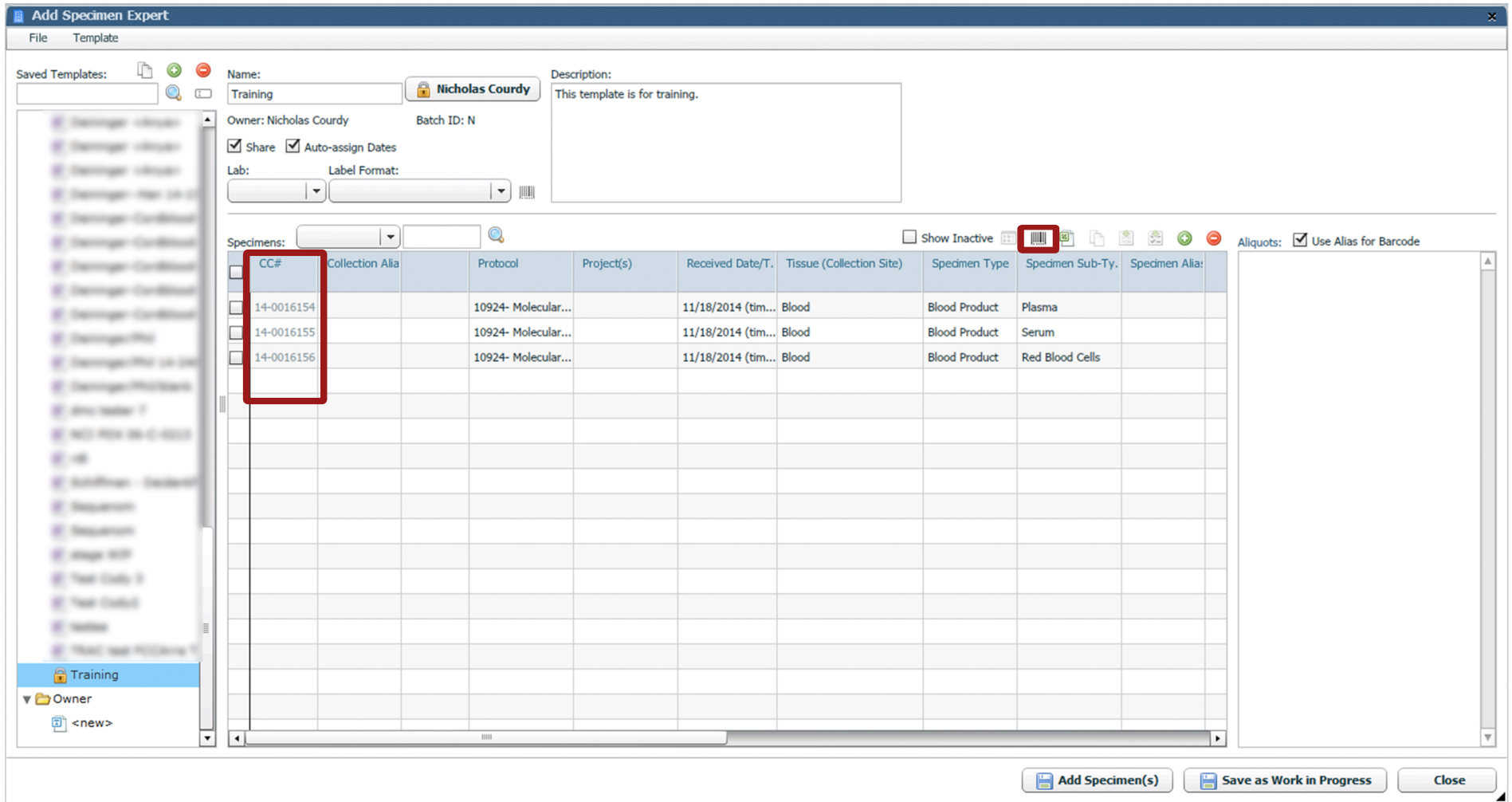
a  
b  
c

Add Specimen(s) Save as Work in Progress Close

The entered Aliquot information will now quickly be available on the right side of the window.

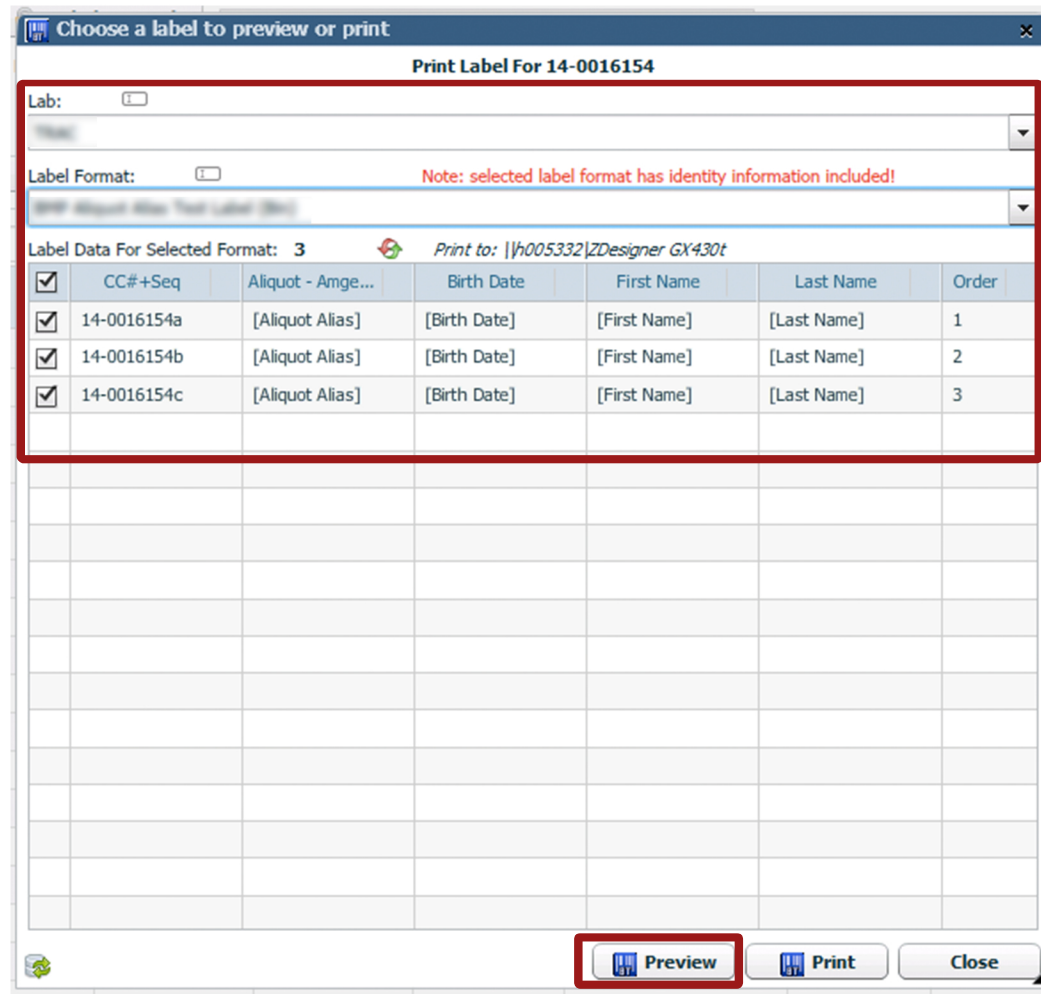


Continue to add specimens to the template by clicking the  icon. If collected specimens are similar, click the  icon to duplicate the information and expedite the process. Once all the specimen rows are complete, click 'Save as Work in Progress'.

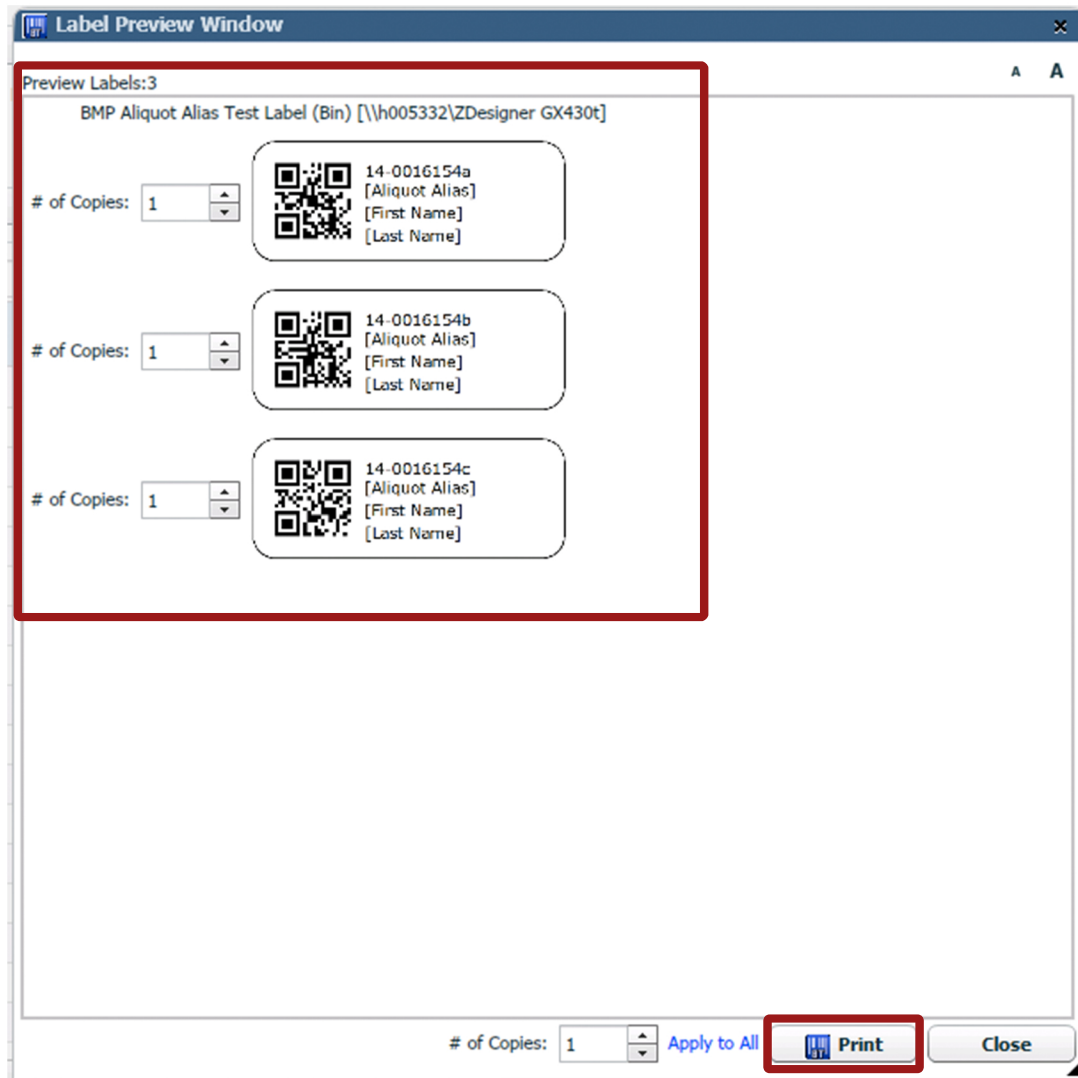


The template will now be copied to the 'Work in Progress' folder.  
The template will be locked to the current user, and not accessible for edits by other users until the current user has closed the window.  
The template will now have assigned the CC#s for the specimens.  
To print barcodes for the collected specimens click the [Barcode Icon] icon.

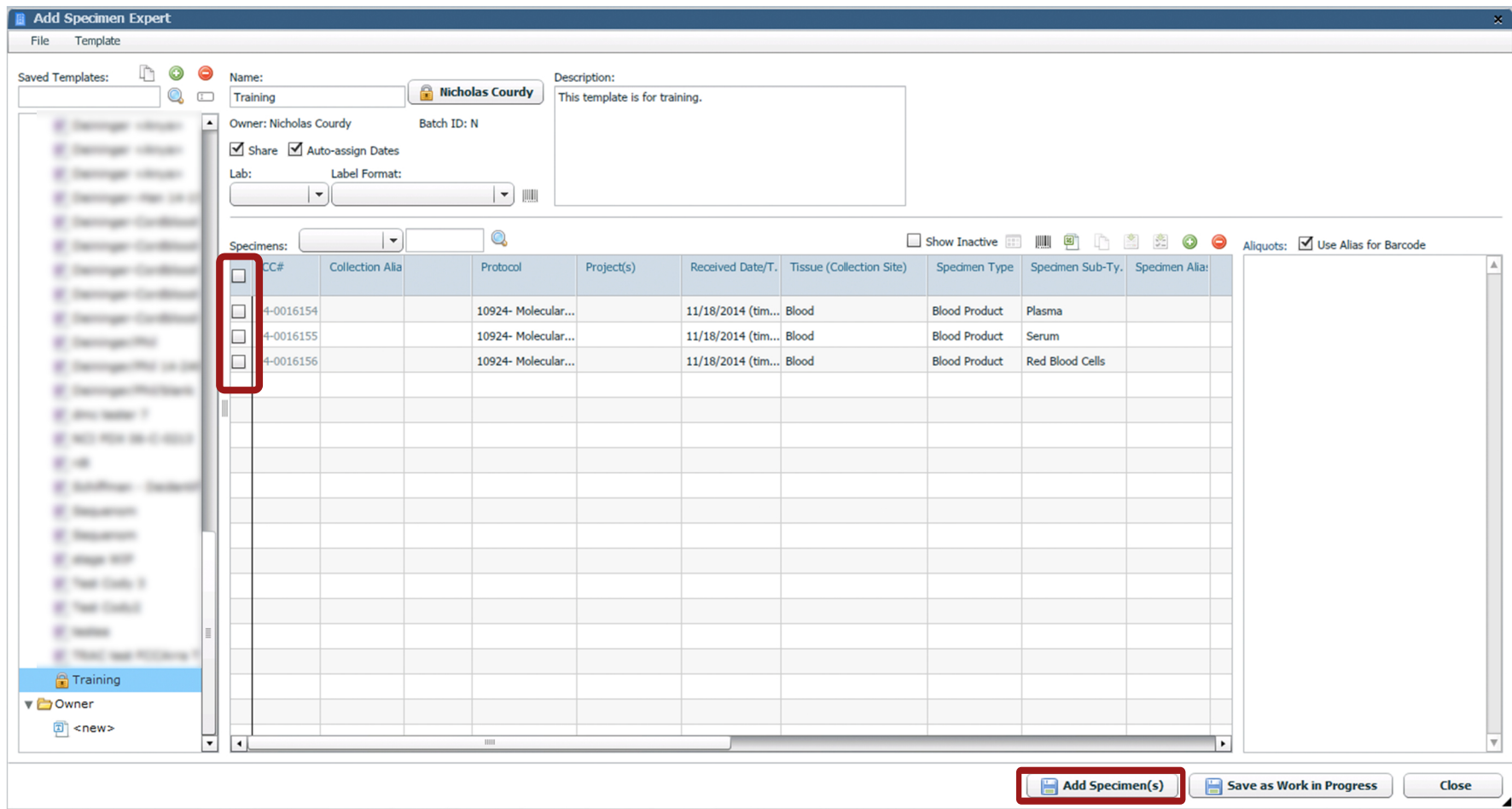




Specify which Lab and Label format will be used for printing information. Click 'Preview' to view how the labels will appear once printed.




The labels will appear as they will be printed.  
If everything looks correct, click 'Print'.




If the specimen information is correct, click the check box next to the specimens and click 'Add Specimen(s)'. This will enter the specimens into itBioPath. Once the specimens have been added the work in progress will be deleted. The original template will remain and can be used to create another work in progress.

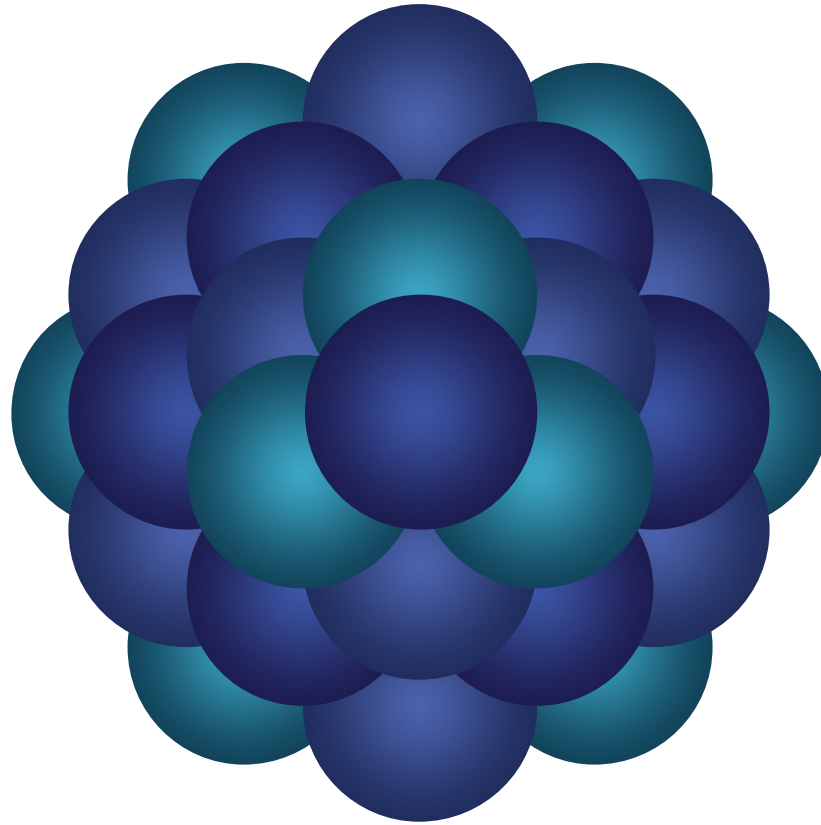
**Add Results**

Specimens Added: # to Print: 1 

Specimen	Aliquots:
CC#: 14-0016154 Tissue (Collection Site): Blood Specimen Type: Blood Product - Plasma Received Date: 11/18/2014 00:00:00.0 Project(s):	Sequence: a Location: Test Freezer   Test Box 1   F1 Amount: 1.0000 mL Container: Cryovial
<b>Collection</b> Collection ID: 97348 Collect Date: 11/18/2014 00:00:00.0 Protocol: 10924- Molecular Classifications of Cancer Physician:	Sequence: b Location: Test Freezer   Test Box 1   F2 Amount: 1.0000 mL Container: Cryovial
<b>Patient</b> Shadow ID: E5L15L Name: Birth:	Sequence: c Location: Test Freezer   Test Box 1   F3 Amount: 1.0000 mL Container: Cryovial
<input checked="" type="checkbox"/> Include in Print	
Specimen	Aliquots:
CC#: 14-0016155 Tissue (Collection Site): Blood Specimen Type: Blood Product - Serum Received Date: 11/18/2014 00:00:00.0 Project(s):	
<b>Collection</b> Collection ID: 97349 Collect Date: 11/18/2014 00:00:00.0 Protocol: 10924- Molecular Classifications of Cancer Physician:	
<b>Patient</b> Shadow ID: L7K8Y1	

Batch ID N added to itBioPath on 11/18/2014 (10:12 AM) by Nicholas Courdy.

The 'Add Results' window will provide a summary of all the specimens that were added to itBioPath from the work in progress template. Barcodes can also be printed from this window by clicking the  icon.



# Questions?

Email 'Informatics - itBioPath Support' email group