



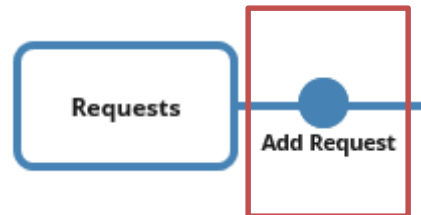
LabVantage User Manual: Requests (Sample Withdrawal)

Requests

- The request process in LabVantage is a way for investigators to request the withdrawal of their samples from the HTRC's biobank
- There are five steps in successfully submitting a request in LabVantage:
 - First, a request must be created
 - Second, samples must be searched for and added to the request
 - Third, the request must be saved and submitted to the HTRC for acceptance and processing
 - Fourth, once the HTRC has processed your request, it is packaged and ready for pickup. You will be emailed to pick up your samples
 - Finally, the person who submitted the request must personally pick up the package in the HTRC and must acknowledge receipt of the package digitally within LabVantage. This finalizes the request process

Creating a Request

- The process of creating and submitting a request is completed by the CRC or PI
- To create a request, go to the Add Request tramstop



Creating a Request

- To create a request, fill out the information in the request form
- Please maintain the format suggested below in creating your request
- Click Save

The screenshot shows the 'Add Request' form in a LIMS system. The form includes a navigation bar with 'LIMS Menu / Add Request', a toolbar with 'Save *', 'Add Another', 'Return', and 'Send For Acceptance', and a 'Select template' dropdown menu set to 'Shipment'. Below this is a 'Request' section with a table of fields. Annotations with red boxes and arrows point to the 'Save *' button, the 'Shipment' dropdown, the 'Description' field containing 'TestCRA IRB#98Testing Influenza Study', the 'Requested By PI / CRA *' field containing 'TestCRA', and the search icon next to the 'Requested By PI / CRA *' field.

**Select "Shipment" for withdrawal requests.
Select "Dispose" for permanent disposal of samples
(i.e. patient withdrew consent)**

**Please use this format to name your request:
Your Name IRB# Project Name**

**Please select your LabVantage
user name from the search**

Request *	(Auto)		
Description	TestCRA IRB#98Testing Influenza Study		
Type	Pull	Status *	
Requested Date	10/01/2019 1:00 PM		
Requested By PI / CRA *	TestCRA		
PI User Name	TestCRA		
Purpose			
Created By	TestCRA		

Adding Samples to a Request

- Search for samples to include in the request by clicking the “Find & Manage Samples” button
- A full explanation of how to search the database can be found in the user manual on LabVantage Reports
- See the next page for quick tips on searching for samples

LIMS Menu / [Add Request](#) / Edit Request R-20191001-00001

Save * Add Another Return Send For Acceptance

Request

Request *	R-20191001-00001	
Description	TestCRA IRB#98Testing Influenza Study	
Type	Pull	Status *
Requested Date	10/01/2019 1:00 PM	
Requested By PI / CRA *	TestCRA	
PI User Name	TestCRA	
Purpose	This is an optional notes field.	
Created By	TestCRA	

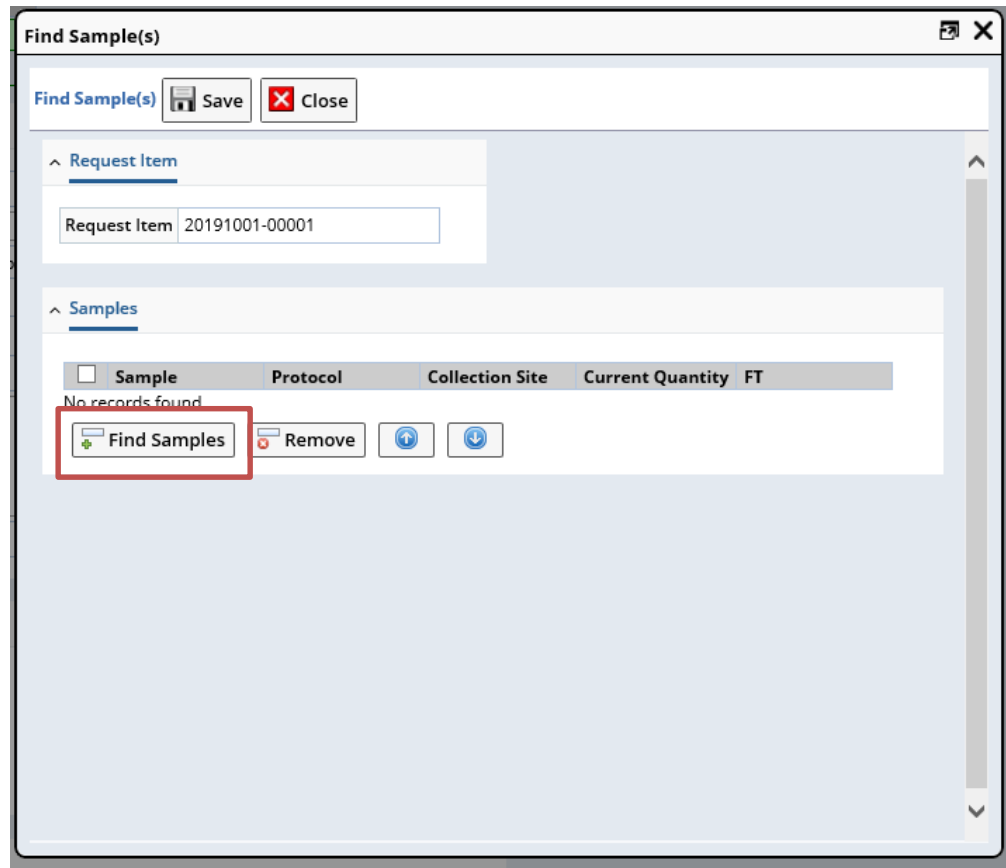
Storage Request Item Attachments

<input type="checkbox"/>	ID	#Samples	Status
<input type="checkbox"/>	20191001-00001	0	Pending

Find & Manage Samples

Adding Samples to a Request

- Clicking on the “Find & Manage Samples” button will bring up this Find Samples pop-up window
- Click on the “Find Samples” button



Adding Samples to a Request: Using an Adhoc Query

- You can use the Adhoc query search option to locate specific samples to include in the request. Searching via the Edit Request page will filter your results to only return samples that are currently stored in the HTRC. Samples that were previously withdrawn will not populate in this search

Select Sample - Internet Explorer
http://htrclabvad.uchicago.edu:8080/labvantage/rc?command=page

Select Sample Select & Return Cancel Adhoc Query Excel Picklist Search

Search Search By Query

[0 selected] 1 - 62 of 62 Group By None

Sample	FT	Consent Status	Protocol	Sample Type	Custo
<input type="checkbox"/> S071900015			98Testing	Buffy Coat	HTRC
<input type="checkbox"/> S071900016			98Testing	Buffy Coat	HTRC
<input type="checkbox"/> S081900002			99Testing	FFPE Tumor	HTRC
<input type="checkbox"/> S081900003			99Testing	FFPE Tumor	HTRC
<input type="checkbox"/> S081900004			99Testing	FFPE Normal	HTRC
<input type="checkbox"/> S081900005			99Testing	FFPE Normal	HTRC
<input type="checkbox"/> S081900006			99Testing	OCT Tumor	HTRC
<input type="checkbox"/> S081900007			99Testing	OCT Tumor	HTRC
<input type="checkbox"/> S081900008			99Testing	OCT Normal	HTRC
<input type="checkbox"/> S081900009			99Testing	OCT Normal	HTRC
<input type="checkbox"/> S081900010			99Testing	SNAP Tumor	HTRC
<input type="checkbox"/> S081900011			99Testing	SNAP Tumor	HTRC
<input type="checkbox"/> S081900012			99Testing	SNAP Normal	HTRC
<input type="checkbox"/> S081900013			99Testing	SNAP Normal	HTRC

Clicking on the “Find Samples” button opens the Select Sample Navigator. Click the “Adhoc Query Excel” button

http://htrclabvad.uchicago.edu:8080/labvantage/rc?command=page&sdscid=Sample

File Edit View Favorites Tools Help

Adhoc Query Search Now Count Results Save Query Delete Query Export To Excel Export To PDF Search And Export All

Sample

Sample

Sample Type

Notes

Disposal Date

Received By

Sample Family

Confirmed By

Confirmed Date

Protocol

Storage Status

Storage Disposal Status

Received Specimen Flag

Is it an Externally processed Sample ?

Surgical Method

Parent Sample Type ID

Select A Saved Query: ((New Query))

Q Meet All Any

Protocol is 98Testing

Sample Type is Plasma

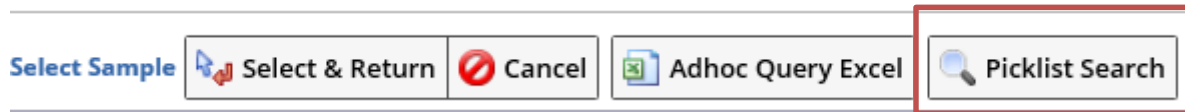
New Criteria Group

Max Results Sort

Hovering over an item on the criteria menu will expose a magnifying glass icon. Clicking on that icon will move that criteria into your search. For instance, to search for all plasma samples from IRB# 98Testing, you would create an Adhoc query like this. Click Search Now to run the query

Adding Samples to a Request: Using a Picklist Search

- If you already have a list of sample numbers that you would like to add to your request, you can use the Picklist Search from the Select Samples Navigator to add a list of samples directly to your request



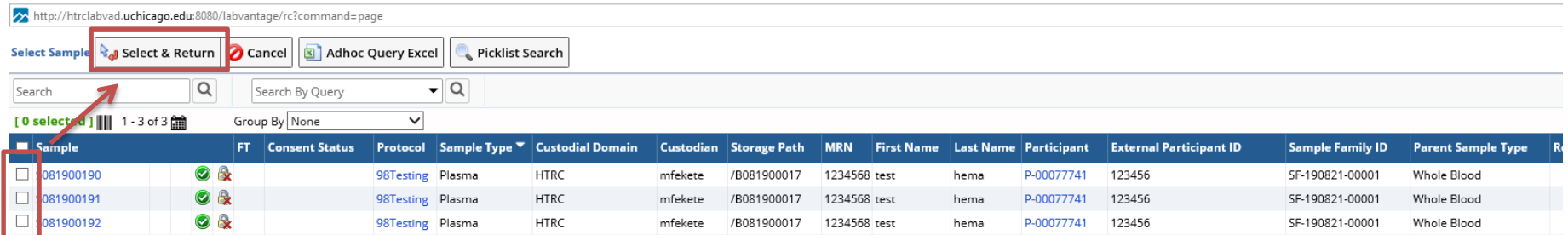
- Paste your sample numbers (no commas) and then click Search



- Your samples will populate in a new window. Remember, only samples that are currently in the HTRC will be returned from the search; samples that were previously withdrawn are not searchable from the Edit Request page

Adding Samples to a Request

- Once you have searched for samples and have received results, you'll see a page like this:



http://htrclabvad.uchicago.edu:8080/labvantage/rc?command=page

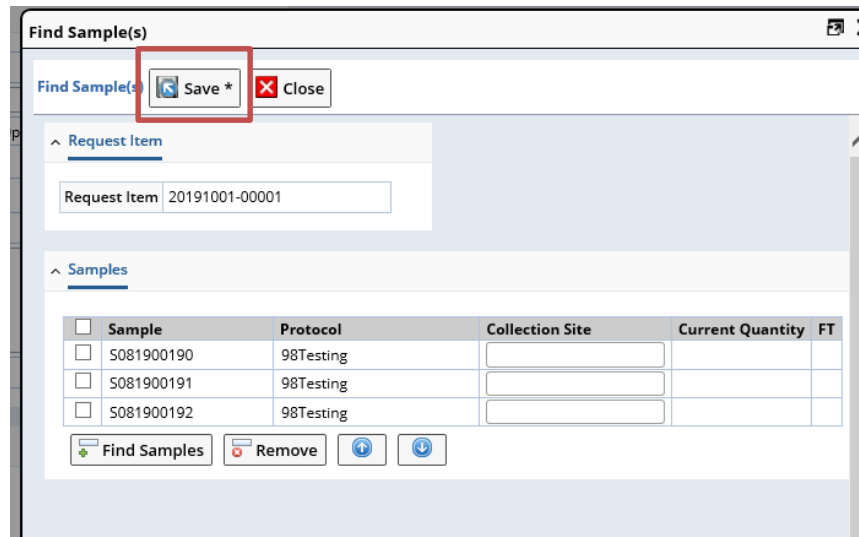
Select Sample **Select & Return** Cancel Adhoc Query Excel Picklist Search

Search Search By Query

[0 selected] 1 - 3 of 3 Group By None

Sample	FT	Consent Status	Protocol	Sample Type	Custodial Domain	Custodian	Storage Path	MRN	First Name	Last Name	Participant	External Participant ID	Sample Family ID	Parent Sample Type
<input type="checkbox"/> 081900190	✓	✓	98Testing	Plasma	HTRC	mfekete	/B081900017	1234568	test	hema	P-00077741	123456	SF-190821-00001	Whole Blood
<input type="checkbox"/> 081900191	✓	✓	98Testing	Plasma	HTRC	mfekete	/B081900017	1234568	test	hema	P-00077741	123456	SF-190821-00001	Whole Blood
<input type="checkbox"/> 081900192	✓	✓	98Testing	Plasma	HTRC	mfekete	/B081900017	1234568	test	hema	P-00077741	123456	SF-190821-00001	Whole Blood

- To include samples in a request, click the box next to the appropriate sample(s) and hit Select and Return
- Then click Save



Find Sample(s) Save * Close

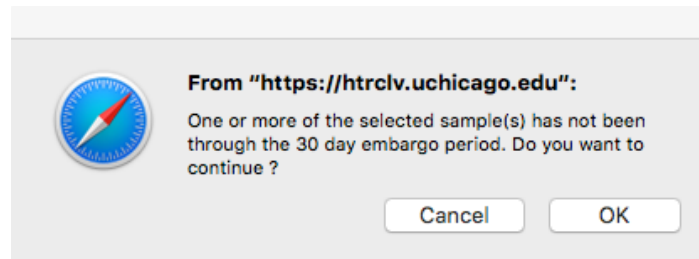
Request Item 20191001-00001

Sample	Protocol	Collection Site	Current Quantity	FT
<input type="checkbox"/> S081900190	98Testing			
<input type="checkbox"/> S081900191	98Testing			
<input type="checkbox"/> S081900192	98Testing			

Find Samples Remove

Adding Samples to a Request: 30 Day Embargo Period


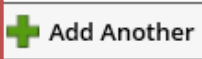

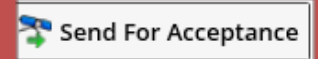
- If a sample has been in the HTRC for less than 30 days, you will see this icon: 🚫
- This indicates that the sample is still under the embargo period. A 30 day embargo is enforced for all tissue samples, as it provides the opportunity for the attending pathologist to retrieve research samples if needed for diagnostic purposes
- You can add a sample to a request that has not fulfilled the embargo period, however, the HTRC will need to receive permission from the attending pathologist before it can be released
- You may see a popup message alerting you to the fact that the sample has not yet completed the embargo period. You can continue by selecting OK





Submitting a Request

- For this example, 3 samples were added to the request “TestCRA IRB#98Testing Influenza Study”
- At this point, it is possible to add additional samples (click Find & Manage Samples and search for additional samples)
- If no additional samples are needed, click Save and then click Send for Acceptance
- Only an HTRC staff member can edit a request after it has been sent for acceptance

LIMS Menu / Add Request / Edit Request R-20191001-00001


 Save  Add Another  Return  Send For Acceptance

Request

Request *	R-20191001-00001	
Description	TestCRA IRB#98Testing Influenza Study	
Type	Pull	Status *
Requested Date	10/01/2019 1:00 PM	
Requested By PI / CRA *	TestCRA	
PI User Name	TestCRA	
Purpose	This is an optional notes field.	
Created By	TestCRA	

Storage Request Item Attachments

<input type="checkbox"/>	ID	#Samples	Status
<input type="checkbox"/>	20191001-00001	3	Pending

 Find & Manage Samples

Submitting a Request & Package Pickup

- Submitted requests appear on the My Requests page



- The HTRC will accept and process requests on a first come, first serve basis
- The HTRC will contact you via email once your request has been fulfilled and your package is ready for pick up

- Requests of less than 20 samples will be packaged in a plastic bag
- Requests of more than 20 samples will be packaged in a sorted box with a manifest. The manifest can be accessed via the My Requests page, explained on the next page of this manual
- While at the HTRC, you will be asked to acknowledge receipt of your package before you can remove the samples from the facility. An HTRC employee will help you with this process

Viewing Request Information

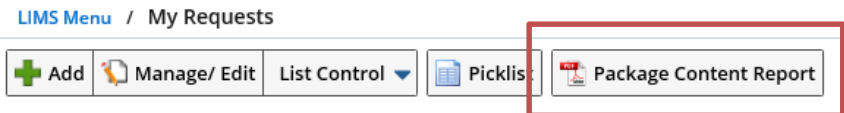
- To view request information, go to My Requests page



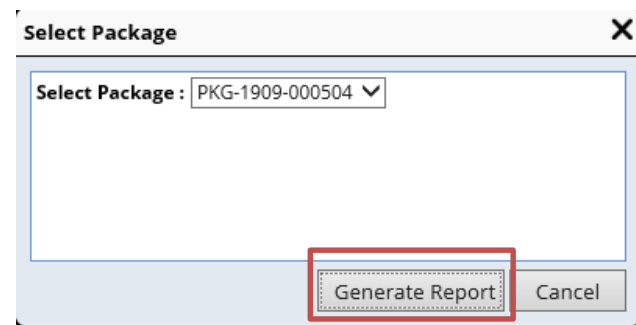
- If you would like to see a list of the contents of your package, click the box next to your request and then select Package Content Report

- The My Requests page shows all of the requests that you have created

Request	Description	Type	Status
Requested By: (42)			
<input type="checkbox"/> R-20191001-00001	TestCRA IRB#98Testing Influenza Study	Pull	PendingAcceptance
<input type="checkbox"/> R-20190930-00003	FluDispose	Dispose	Released
<input type="checkbox"/> R-20190930-00002	FluShipment	Pull	Released
<input type="checkbox"/> R-20190930-00001	Shipment	Pull	Open
<input type="checkbox"/> R-20190927-00006	Shipment	Pull	Released
<input type="checkbox"/> R-20190927-00005	Shipment2709-2	Pull	Open
<input type="checkbox"/> R-20190927-00004	Shipment	Pull	Open
<input type="checkbox"/> R-20190927-00003	Shipment2709	Pull	Open
<input type="checkbox"/> R-20190927-00002	Dispose	Dispose	Open
<input type="checkbox"/> R-20190927-00001	Testing Shipment By Sayak	Pull	Released
<input type="checkbox"/> R-20190926-00002	TestingDispose	Dispose	Accepted
<input type="checkbox"/> R-20190926-00001	TestLVShipment2609	Pull	Open




- Select Generate Report on the popup



Viewing Request Information

- Here is an example a manifest that lists the contents of your package. For requests of greater than 20 samples, the manifest will be sorted and will list sample position. For small requests of under 20 samples, sample position is not recorded

 THE UNIVERSITY OF CHICAGO		Package Content Report			
SAMPLE ID	SAMPLETYPE	BOX ID	POSITION	BOX TYPE	STORAGEUNITTYPE
S081900019	OCT Tumor	B091900010	/PKG-1909-000504/B091900010/A1	Sorted	RequestShortBox-10X10
S081900020	OCT Tumor	B091900010	/PKG-1909-000504/B091900010/A2	Sorted	RequestShortBox-10X10
S081900119	Plasma	B091900010	/PKG-1909-000504/B091900010/A3	Sorted	RequestShortBox-10X10
S081900122	Buffy Coat	B091900010	/PKG-1909-000504/B091900010/A4	Sorted	RequestShortBox-10X10
S091900002	FFPE Tumor	B091900010	/PKG-1909-000504/B091900010/A5	Sorted	RequestShortBox-10X10
S091900008	OCT Normal	B091900010	/PKG-1909-000504/B091900010/A6	Sorted	RequestShortBox-10X10

For Additional Help...

- Please see the HTRC website for more information and to find additional training resources: <https://htrc.uchicago.edu>
- Or email the LabVantage administrators at: labvantage@bsd.uchicago.edu