2 - BioMs Quick Reference

Quick Reference - Use this reference as a Job Aid to assist in accessing the most commonly used applications in BioMs.

Logging into BioMS

Log into BioMS from the url - http://bioms.allianceforclinicaltrialsinoncology.org. When the BioMS login screen appears, enter your CTEP ID and password. Click the I Agree and Logon button.

Logging a Specimen

Log specimens for patients using the following steps:

1. Select *Log specimens* from *Tasks* Menu.
2. From the patient search page, use the drop down menu to select either:
   a. *Registration ID* - search for a patient using their registration ID
   b. *Patient initials* - search for a patient using their initials
   c. *Study ID* - search for a patient by entering the ID of the Study they are enrolled in
3. In search field, enter *Registration ID, Patient initials* or *Study ID.*
4. BioMs will display possible matches below the search line based on the information that is entered.
5. From the list of suggestions, select the correct Registration ID, Patient Initials or Study ID and click the *Search* button.
6. BioMs displays the selected patient details in the patient search table.
7. Select *Patient initials* from the table.
8. The Specimen Check List page will be displayed, detailing the patient identifiers and the main study information.
9. Epochs for the main and companion studies will be displayed.
10. Select the Epoch tab at that corresponds to the correct study and collection event.
11. Locate the specimen to be logged from checklist and click the box in the *Collected* column.
12. BioMS automatically populates the collection date field with the current date and time. The date and time can be edited by selecting the calendar icon. After clicking on the calendar icon, a window will open with options to edit both date and time. After edits have been made, click done to close the window.
13. Click save. The specimen status will now be update to collected.

Log specimens

Click on the check box for each specimen collected. To record the date that the specimen was collected, click on the date icon. To write a note about a specimen, click on the Note icon. Finally, to add the collected specimens to a shipment click on the add to shipments icon.

SPECIMEN CHECKLIST FOR PATIENT B112233 (M,K,M) FOR STUDY CALGB 70604

Save | Add to shipments

Pre-Therapy 150804 | Pre-Therapy 60803 | On Therapy 150804

Collected	Study	Specimen expected	Quantity	Collection date	Status	Actions
☑ All : Pre-Therapy						
☑	CALGB 150804	10ml Tiger Top Serum (1x10ml)	10.0 ml	01/02/2013 09:40	Pending	

Save | Add to shipments

Log specimens

Click on the check box for each specimen collected. To record the date that the specimen was collected, click on the date icon. To write a note about a specimen, click on the Note icon. Finally, to add the collected specimens to a shipment click on the add to shipments icon.

SPECIMEN CHECKLIST FOR PATIENT B112233 (M,K,M) FOR STUDY CALGB 70604

Save | Add to shipments

Pre-Therapy 150804 | Pre-Therapy 60803 | On Therapy 150804

Collected	Study	Specimen expected	Quantity	Collection date	Status	Actions
☑ All : Pre-Therapy						
☑	CALGB 150804	10ml Tiger Top Serum (1x10ml)	10.0 ml	01/02/2013 10:11	Collected	

Save | Add to shipments

Preparing Specimens for Shipment

After specimens are collected from a patient, they can be prepared for shipment using the following steps

1. Select *Manage shipments* menu from *Tasks* panel.
2. BioMs will display the Specimens and Shipments page.
3. A drop down menu at the top of the page allows the user to filter shipments by selecting a specific Bio Repository. If selected, only specimens and shipments designated for that specific Bio Repository will be displayed. If a specific repository is not selected, all specimens and shipments from your site will be displayed.
4. On the left side of the screen, the user will see a list of specimens specific to their site that have not been shipped. A drop down menu will allow the user to filter results to display samples from the current day, last 3, 7, or 30 days, or the user can select to display all pending specimens. BioMS defaults to display specimens from the last 30 days.
5. On the right hand side of the screen, BioMs will display a list of all pending and in transit shipments.
6. To prepare a specimen for shipment, select the desired specimen from the list on the left hand side of the screen by clicking the box next to the specimen.
7. To move the selected specimen into an appropriate shipment, ensure that the Auto function is selected and click the green arrow pointed towards the *Shipments* section.
8. When using the Auto function to ship specimens, BioMS will automatically place the selected specimen in a shipment that is going to the correct Repository and ensure the shipment contains the appropriate shipment method (ie..cold pack, dry ice).

Sending a Shipment

After the specimen has been add to a shipment, to prepare the shipment for transport:

1. Click the circle (radio button) next to the shipment to be sent.
2. Click the Send button. BioMs will display a packing slip for the shipment with a unique shipment number.
3. Enter in all required information. A space is provided to enter a tracking number from the air bill of the designated carrier if applicable.
4. After all information has been entered, check to ensure the correct samples are represented at the bottom of the screen, and then select Send Shipment.
5. After selecting Send Shipment, the user will be able to print the packing slip. Be sure to print the packing slip at this time and include it with the shipment.
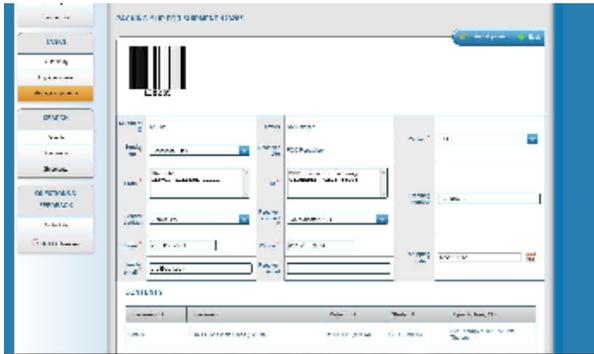
Search for a specimen using the following steps:

1. Select *Specimens* from *Search* panel on the home page.
2. From the Specimen Search page use the drop down menu to select either:
   a. *Specimen ID* - search for a specimen by its ID
   b. *Patient ID* - search for a specimen using the ID in of the patient
3. In search field, enter either the *Specimen ID* or *Patient ID* that corresponds to the search method chosen.
4. BioMs will display possible matches below the search line based on the information that is entered.
5. From the list of suggestions, select the correct Specimen or Patient ID and click on the *Search* button.
6. BioMs will display the specimen details.

Alternatively, to view all existing specimens from your site, select the *Search* button without entering any patient or specimen information in the search field.

Search for a study - Only Accessible when Logged in as a System Administrator

System Administrators can search for existing studies using the following steps:

1. Select *Build Study* from *Tasks panel* on home page.
2. From the *Build Study* page, two tabs will be visible. Select the tab titled *Edit*.
3. From the *Search Study* page, use the drop down menu choose either:
   a. *Study ID* - search for a study using its Alliance protocol number

b. *Study title* - search for a study using a part of its study title
4. In search field, enter either *Study ID* or *Study title* that corresponds to the search method chosen.
5. From list of suggestions, select the correct *Study ID* or *Study title* and click the *Search* button.
6. BioMs will display the study details.
7. Click on the *Study ID* from the table displayed.

Alternatively, to view all existing studies from your site, select *Search* button without entering any study information search field.