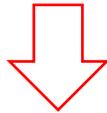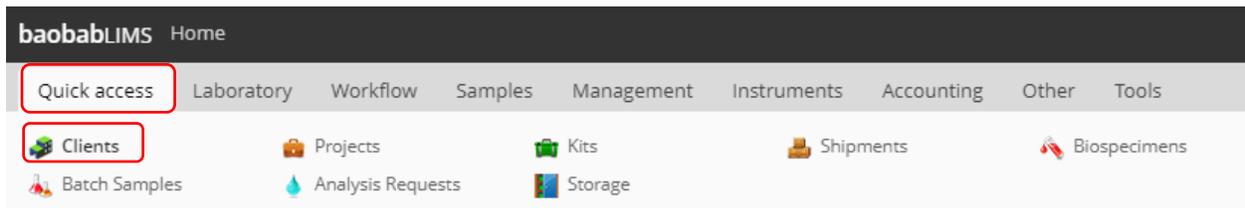# Clients, projects and biospecimens

To collect biospecimens, a client and project must be registered first.

To add the client:

1. Navigate to the 'Quick Access' tool bar and select 'clients'

2. Add the information for the client and select 'save'
3. Clients will be given access to the site, but will have very limited privileges, however, a username and login will need to be created for the client contact.

Projects | Orders | Edit | **Contacts**

💡 **Info**
Changes saved.

💡 **Info**
Client contact required before request may be submitted

💼 **Projects**

Active   Dormant   All

➡️ Note that no projects can be added for a client until the client contact has been created

ⓘ No items found

⬇️

You are here: Home › Clients › **UDC**

Projects | Orders | Edit | **Contacts**

● Active   ⊗ Deactivate

👤 Contacts   Add

👆

⬇️

1. Add the Client contact details and 'save'
2. Navigate to the 'Login details' and enter username and password under 'create new user'

You are here: Home › Clients › UDC › **helen davies**

Edit | **Login details**

● Active   👆 Deactivate

Create a new User
User Name *(Required)
Enter a user name, usually something like 'jsmith'. No spaces or

admin

Password *(Required)
Minimum 5 characters.

••••••••••

Confirm password *(Required)
Re-enter the password. Make sure the passwords are identical.

Email *(Required)
Enter an email address. This is necessary in case the password
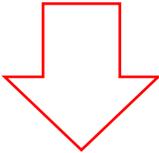
Save

To add the client:

Once you have added a client contact, you will see that and "add" button is available.

| Projects | Orders | Edit | Contacts |

💼 Projects [Add]

💼 Add Project

■ Title

⊗ Title is required, please correct.

| |

Description
Used in item listings and search results.

Type of study

Link to Ethics Form → You can provide a link to where the documents are stored in the system

Age High
Maximum age of the participants.

Age low
Minimum age of the participants.

Number of Participants
Number of participants in the study.

Biospecimen Type
Multi-select widget. Use to select more than one biospecimen type. Selecting a biospecimen type import the corresponding analysis services.

None
Blood Plasma
Serum
Urine
Water

→ Select the sample types to be collected in the study. Multiple types can be selected

Analyses

Service
∨ Genome
☑ DNA concentration
> Proteome

→ If the lab will perform analysis for the client on samples in the project, ensure that the service is selected here

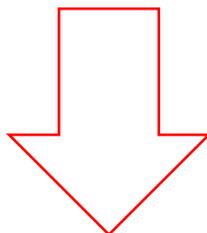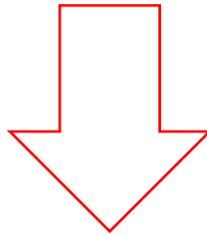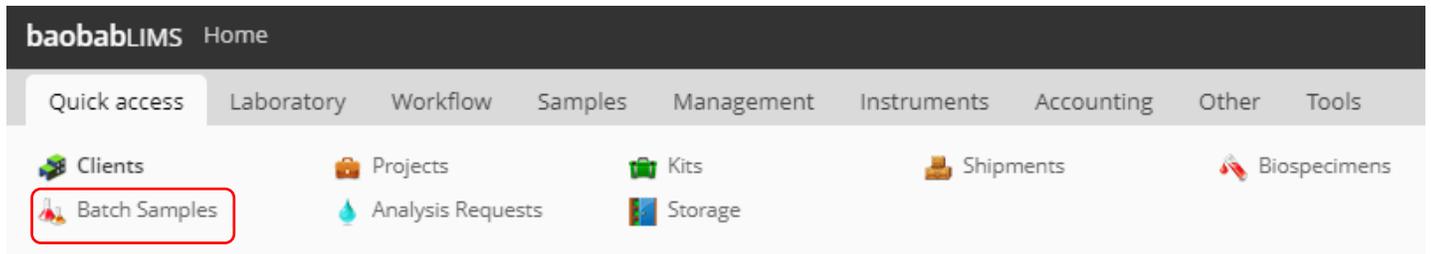(Refer to analysis service setup document)

To add Biospecimens:

There are three methods to add biospecimens into Baobab LIMS.

1. Kits (see document: Kits and Kit Shipment)
2. In Batch
3. Single biospecimens at a time

BATCH
1. Navigate to 'Quick Access' and select 'Batch Samples'

🧪 Biospecimen Batch

■ **Title**

[ ]

Description
Used in item listings and search results.

[ ]

BatchId
Specify a batchId in order to differentiate this batch from others.

[ ]

■ **Project**
Select the project of the sample.

[🔍]

Parent Biospecimen
The parent biospecimen of the aliquots.

[🔍]

■ **Number of Biospecimens**
Number of biospecimens in the batch.

[ ]

Storage Location
Location where biospecimens will be kept.

[🔍]

Date Created
Define when the sample has been created.

[ ]

[Save]

Take note of compulsory fields indicated by the red square ■

If the batch consists of aliquots from a parent sample, the parent sample must be captured in the system first and will be available in the drop down list

Specify the number of biospecimens in the batch – this will automatically create them in the batch

Specify where the samples in the batch will be stored. Only managed storage locations will appear in the search bar and the hierarchy and number of available positions will be available.

Storage Location
Location where biospecimens will be kept.

[|]

Title	Hierarchy	Free
box 001	Room-1.box-001	99
box 002	Room-1.Box-002	98
Box 01	Room-2.Freezer-1.Box-01	24
Box 01	Room-3.Freezer-1.Box-01	42
Box 02	Room-3.Freezer-1.Box-02	36

I◄ ◄◄   Page 1 of 1   ►► ►I   10 ▼   View 1 - 5 of 5

TOP TIP: Note that a box will be selected. Samples which belong in different boxes (due to box configuration and tube size for example) should not be placed in the same batch.
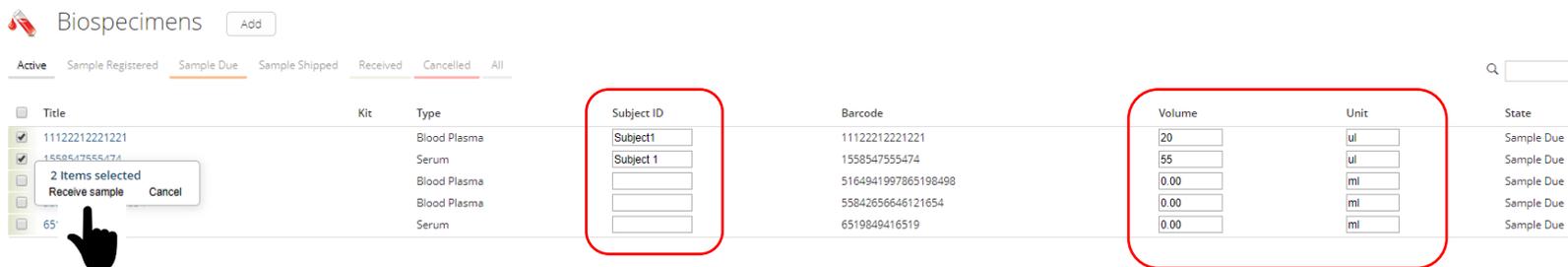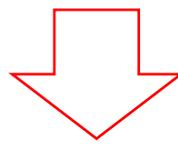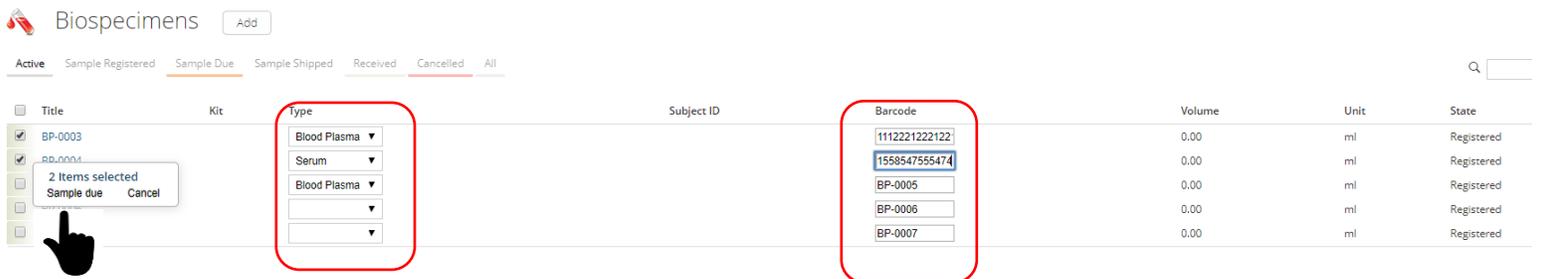
2. Once the batch has been created, navigate to the "biospecimens" tab and select sample type and scan the barcode.

3. Select "sample due" [batches can be created prior to sample receipt- as such, they undergo the state change from *Registered – Due – Received*. The image below indicates which information related to the sample is captured at each sample state change]
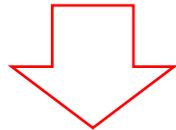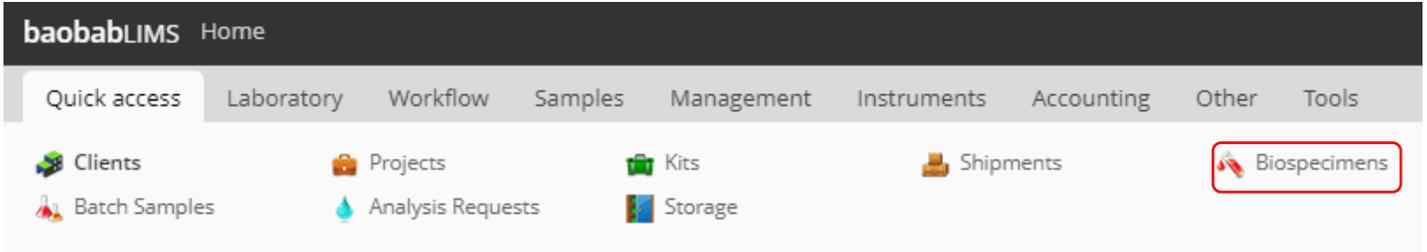
Type	Subject ID	Barcode	Volume	Unit	State
Blood Plasma	subject1	123456789	50.00	ul	Sample received
Blood Plasma		BP-0001	0.00	ml	Sample Due
▼		BP-0002	0.00	ml	Registered

4. Scan or enter the subject ID, Volume and unit, and select "sample received"
   TOP TIP: *BARCODES MUST BE UNIQUE, SUBJECT ID CAN BE THE SAME*

🧪 **Biospecimens**   Add

Active | Sample Registered | Sample Due | Sample Shipped | Received | Cancelled | All

	Title	Kit	Type	Subject ID	Barcode	Volume	Unit	State
☑	BP-0003		Blood Plasma ▼		1112221222122	0.00	ml	Registered
☑	BP-0004		Serum ▼		1558547555474	0.00	ml	Registered
	2 Items selected Sample due Cancel		Blood Plasma ▼		BP-0005	0.00	ml	Registered
			▼		BP-0006	0.00	ml	Registered
			▼		BP-0007	0.00	ml	Registered

🧪 **Biospecimens**   Add

Active | Sample Registered | Sample Due | Sample Shipped | Received | Cancelled | All

	Title	Kit	Type	Subject ID	Barcode	Volume	Unit	State
☑	11122212221221		Blood Plasma	Subject1	11122212221221	20	ul	Sample Due
☑	1558547555474		Serum	Subject 1	1558547555474	55	ul	Sample Due
	2 Items selected Receive sample Cancel		Blood Plasma		5164941997865198498	0.00	ml	Sample Due
			Blood Plasma		55842656646121654	0.00	ml	Sample Due
☑	651		Serum		6519849416519	0.00	ml	Sample Due

SINGLE SAMPLES, ONE AT A TIME

1. Navigate to 'Quick Access' and select "Biospecimens"
2.

baobabLIMS Home

| Quick access | Laboratory | Workflow | Samples | Management | Instruments | Accounting | Other | Tools |

Clients   Projects   Kits   Shipments   Biospecimens
Batch Samples   Analysis Requests   Storage

Biospecimens [Add]

Add/Edit Biospecimen

Parent Biospecimen
Create an Aliquot of the biospecimen selected.

[🔍]

■ **Project**
Select the project of the sample.

[🔍]

Kit
Select the kit of the sample if exists.

[🔍]

■ **Sample Type**

[🔍]

Storage Location
Location where item is kept

[🔍]

Sampling Date
Define when the sampler has to take the samples

[   ]

Leave this field blank if you are adding a 'parent' biospecimen.

If an aliquot is being created, select the parent from the drop-down list of available biospecimens

Specify where the samples in the batch will be stored. Only managed storage locations will appear in the search bar and only the available positions in a box will be shown

Storage Location
Location where item is kept

[🔍]

Title
Room-1.box-001.007
Room-1.box-001.008
Room-1.box-001.009
Room-1.box-001.010
Room-1.box-001.011
Room-1.box-001.012
Room-1.box-001.013
Room-1.box-001.014
Room-1.box-001.015
Room-1.box-001.016

|◄ ◄◄   Page 1 of 30   ►► ►| 10 ▼   View 1 - 10 of 294

Disease Ontology
Select disease ontology of the sample.

→ Data entered in the disease ontology module will be available as a drop-down list

Allow Sharing
Check to allow researchers to share sample freely.

☐

Will Return From Shipment
Indicates if sample will return if shipped.

☐

Sample Donor
Select the sample donor.

→ Data entered in the sample donor module will be available as a drop-down list

Subject ID
Human-subject ID the specimen is taken from.

Barcode
Biospecimen barcode.

■ **Volume**
The volume of the biospecimen taken from the subject.

0.00

Unit

ml

Anatomical site term
The ICD-O-3 topography code for describing the anatomical source of the sampled material

Anatomical site description
The anatomical position of the body where the solid sample was taken from

Save

⇒ A biospecimen captured in this manner will have no state changes and once the save button is pressed, will immediately be in the received state – this is because all information (barcode, sample ID, volume, unit and sample type) have all been recorded on this single form