

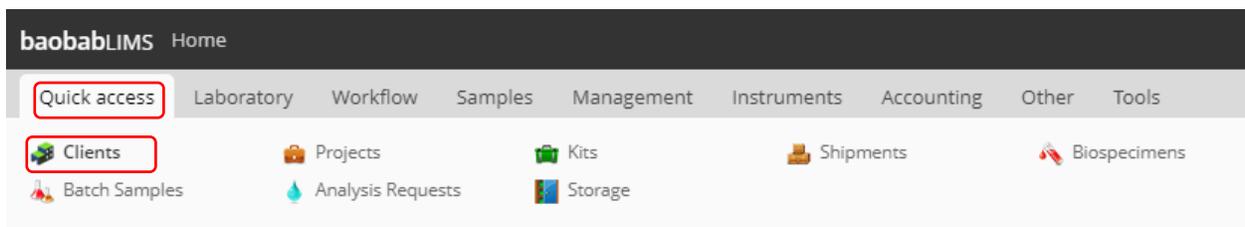
## Kit shipments

Kit shipments refers to empty kits, assembled at the site of the laboratory and shipped to an external collection site. In some case, consumables in a kit may still form part of the kit template but are not expected to return. Using kit shipment allows for a biospecimens to be collected and the expected number of biospecimens which are to return to the laboratory can be entered into the system. Upon receipt of the samples, various in-house checks can be performed before committing samples to storage for further analysis and/or archiving.

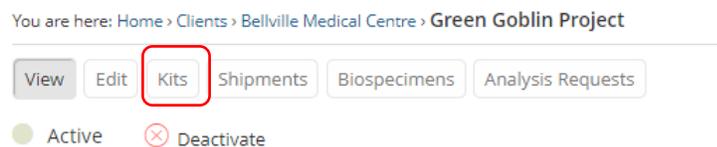
It is very important to note that before specimens can be catalogued in Baobab LIMS, a client and a project MUST be registered. Clients will have a login but will have very limited access in the site. They will however be able to change the state of the kit shipment in order for the system to inform the biobank that samples are ready for collection. In addition, clients can also be internal, and are not geographically defined.

Once Clients and projects are in Baobab LIMS, assembled kits can be sent out to the client with a view that the client will collect the biospecimens and send them back to the biobank.

1. Navigate to the client and select the associated project via the 'Quick access' toolbar



2. In the associated project, navigate to the "Kits" tab



project-1

3. This will direct you to a kit form, much like when a storage unit is created
4. Select 'add new kits'

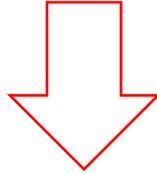
You are here: [Home](#) > [Clients](#) > [Bellville Medical Centre](#) > **Green Goblin Project**

[View](#) [Edit](#) **[Kits](#)** [Shipments](#) [Biospecimens](#) [Analysis Requests](#)

Active  Deactivate

 Kits

[+ Add new Kits](#)



 Kits

**Add new Kits**  
Kit Assembly is a process of assembling components/products in boxes. To avoid importing same products for different kits a kit template could be defined. In kit template a list of components could be created. Instead of importing components in Kit Assembly kit templates are used.

<b>Prefix Text:</b> The display titles and IDs for new storage units. Provide the prefix to be append to the leading zeros number.	<input type="text" value="Prefix text"/>	<b>ID Sequence Start:</b>	<input type="text" value="1"/>
<b>Leading Zeros:</b> Prepend the zeros specified here to the sequence numbers of the storage units to create, ex: 00	<input type="text" value="Leading zeros"/>	<b>Number of Kits to assemble</b>	<input type="text" value="1"/>
<b>Kit Template</b> Templates referencing components/products kits will contain	<input type="text" value=""/>	<b>Number of biospecimen per kit</b>	<input type="text" value="1"/>

<b>Stock-Item Storage Management</b> Select the storage of items to use in kit assembling. Possibility to select multiple storages.	<input type="text" value=""/>	<input type="button" value="Add"/>
<b>Biospecimen Storage Management</b> Select the storage(s) to contain the biospecimens created. Possibility to select multiple locations.	<input type="text" value=""/>	<input type="button" value="Add"/>

Prefix text – the descriptive indicator of the kit.

Leading zeros – as with the storage module, leading zeros adds a “0” to the kit number and is dependent on the number of kits to be created

Kit template – drop down list of the kit template created during the set-up stage and denotes which stock items will be in the kit

ID sequence start – the number to start the sequence. Adding of additional kits will require an ID sequence start using a number following the last kit of the same prefix created. E.g. If you created 10 kits and at a later stage will create a further 5, the ID sequence start will be 11

Number of kits to assemble – the number of kits of this type to create

Number of biospecimens – this indicates the number of biospecimens which are expected to return. A kit may contain consumables such as gloves, which will not return as a ‘sample’. Here, the user indicates collected samples anticipated per kit that is shipped.

Stock item storage – For baobab LIMS to track the stock items, the “unmanaged” storage location for each stock item in the kit template must be specified. Items are added by searching locations (NOTE: only unmanaged storage units will appear in the search bar and will indicate the hierarchy structure) and adding items using the ‘ADD’ button. This must match the kit template, or an error will occur

Biospecimen storage management – Select the storage assignment and reserve a managed storage location for samples when they have been shipped back to the biobank. Only locations of the managed storage units will appear in the search bar and will indicate the hierarchy structure and number of free positions in the selected location. Once again, storage location must be added using the “ADD” button

Biospecimen Storage Management  
Select the storage(s) to contain the biospecimens created. Possibility to select multiple locations.

Title	Hierarchy	Free
box 001	Room-1.box-001	99
box 002	Room-1.Box-002	100
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

Page 1 of 1    10    View 1 - 5 of 5

State

5. Once kits have been added, they can be shipped to a client
  - a. In the designated project, navigate to the 'Shipments' tab.

You are here: [Home](#) > [Clients](#) > [Belville Medical Centre](#) > [Green Goblin Project](#)

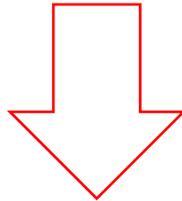
[View](#) [Edit](#) [Kits](#) **[Shipments](#)** [Biospecimens](#) [Analysis Requests](#)

Active  Deactivate

 **Shipments** [Add](#)

[All](#) [Pending](#) [Dispatched](#) [Received](#) [To collect](#) [Received Back](#)

 No items found



 **Add Shipment**

[Default](#) **[Correspondence](#)** [Shipping information](#) [Dates](#)

■ Title

 Title is required, please correct.

Description

Used in item listings and search results.

■ From Contact

Laboratory contact sending this shipment.

■ To Contact

Client contact receiving this shipment.

[Johanna Smith](#) ▼

■ Kits

Start typing to filter the list of available kits to ship.

Compulsory fields will also be located in the 'correspondence' tabs

Kits created in step 4 can be added to the shipment

- b. Prior to dispatching the kit, the sample type and barcode can be added by selecting the kit, and navigating to the 'Biospecimens' tab. Note: Once these fields have been added, the sample check box is ticked and "sample due" must be selected. This reserves the storage location in anticipation for the sample to be received back at the biobank.

View Edit Documents  
● Dispatch ○ Deactivate

Info  
Changes saved.

shipment-1

Info Shipment:

Study Name	Green Goblin Project
From Contact	Lab Analyst
To Contact	Johanna Smith
Delivery Address	Robert Sobukwe Road Bellville
Courier	Fedex

Kits to ship

Kit Name	Kit template	State
KIT 01	Kit Template 01	Kit Created
	Kit Template 01	Kit Created

You are here: Home > Clients > Bellville Medical Centre > Green Goblin Project > KIT 01

View Edit **Biospecimens** Log

● Receive kit ○ Deactivate

KIT-01

Kit Title: KIT 01

Kit Project: Green Goblin Project

Kit Template: Kit Template 01

Product	Quantity
Gloves	1
Tube 15ml	2
Subtotal	
VAT	
Total	

View Edit **Biospecimens** Log

● Receive kit ○ Deactivate

Biospecimens Add

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

Title	Kit	Type	Subject ID	Barcode	Volume	Unit
BP-001	KIT 01	<input type="text"/>		BP-001	0.00	ml

<input checked="" type="checkbox"/>	Title	Kit	Type	Subject ID	Barcode
<input checked="" type="checkbox"/>	BP-0001	KIT 01	Blood Plasma		BP-0001

1 Items selected

Sample due    Cancel

c. The following steps will occur;

1. Biobank selects ' ● dispatch' (an email is sent to client to inform them that a shipment has been dispatched)
2. The client logs in with his/her username and password and selects 'projects < shipments < shipment# < and ' ● receive'
3. Client fills the tubes with samples
4. Client selects '● collect' and an email is sent back to the biobank. The Biobank then arranges for the courier to now collect shipment
5. Biobank checks their shipments and selects ' ●receive back'. An email will be sent to the client informing the client that the kit has been received back at the Biobank.

d. Following the receipt of collected biospecimens – which may have a time lag, the biospecimen condition can be checked and the **volume and subject ID** (both are compulsory fields) can be added. The navigation to enter this data will be Quick Access > Biospecimens. If all quality checks are suitable, the sample can be committed to storage by selecting the sample checkbox and selecting “receive sample”.

baobabLIMS Home

Quick access   Laboratory   Workflow   Samples   Management   Instruments   Accounting   Other   Tools

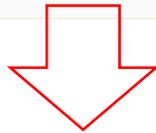
Clients  
 Batch Samples

Projects  
 Analysis Requests

Kits  
 Storage

Shipments

Biospecimens



<input checked="" type="checkbox"/>	KIT 01	Blood Plasma	Subject2	BP-0001	6	ml	Sample Due
<input type="checkbox"/>	KIT 02			BP-0002	0.00	ml	Registered

