



STS checklist

- Go to the **Enrollment** folder and confirm the **Histology & Disease** form is complete.
- Go to the **All Specimens** folder.
- Complete the **Specimen Consent** form, if required by your protocol.
- Complete the **Specimen Tracking Enrollment** form for each specimen.
- Complete the **Print Labels** form. Labels will be sent to user's email address. Older studies do not have this form and use a report on the site tab.
- Open the **Specimen (#)** folder within the **All Specimens** folder. The number corresponds to the log line in the Specimen Tracking Enrollment form.
- Complete the **Specimen Transmittal** form.
- Complete the **Shipping Status** form when specimen is ready to ship.
- For each other specimen in the shipment, use the **Copy Shipping** feature.
- Print the **Shipping List** report to send with the specimens. Put the shipping list report and hardcopies of relevant pathology reports in the box with the specimens.
- Return to the **Shipping Status** form for one specimen on the shipment. Click the **Email Alert** checkbox to send an email to the destination that specimen is on its way. *This is done one time per shipment.*