

STS Quick Reference: Shipping

Shipping Status form

Complete the **Shipping Status** form for each specimen when it is ready to ship.

1. **Click** the edit pencil on the Shipping Status logline for the first record.
2. **Complete** all required fields in red.
3. **Do not** click the checkbox for "Send Email Alert" at this time.
4. Click **Save**.

Number sent is the number of this specimen, not the total number of specimens in the shipment.

This needs to be completed for at least one specimen on the shipment for the remaining specimens you can use Copy

Click the edit pencil to open row 1

Copy Shipping

1. Return to the **All Specimens** folder and click on the folder for the next specimen in the shipment.
2. Confirm the **Specimen Transmittal** form is complete.
3. Click on **Copy Shipping**.
4. Click the edit pencil in the top right-hand corner.
5. Select **Tracking numbers from Current Participant**.
6. Click **Save**. *Continued on next page*

Notes:

Each **Specimen Status** log line corresponds to a line item on the **Shipping List** report.

If the **Destination** drop down does not populate, go back to the **Histology & Disease** form in the **Enrollment** folder and be sure it is completed.



Copy Shipping- cont.

- Find the tracking number in list. The user can sort the list by date by clicking on the **Shipped Date** header.
- Click the *edit pencil* for the row with the desired tracking number.
- Click the **Copy Shipping Status** checkbox.
- Click **Save**.
- Go to the **Shipping Status** form.
- Click on the **Number sent** field; enter the value into the opened form.
- If this is the last specimen to be added to the shipment, click **Send Email Alert** at this time.
- Click **Save**.

Sender's Telephone	Sender's Email	Number Sent	Shipping Conditions	Shipped Date	Destination
-	alohrum@t	12	Ice Pack	18 Mar 2021	EET Biobank

Shipping List

Click on the tab with your site name. Below the list of participants, in the **Report** box, click **Shipping List**.

- Click on the **Tracking Number** arrow.
- Select the tracking number from the list.
- Click **Submit Report**.
- Use the print icon in the pop up window.

Notes:

If the shipment includes specimens from multiple participants, use *Tracking number from all participants* in **Copy Shipping** and sort by date.

If the shipment includes specimens from multiple participants, the **Shipping List** will have a page for each participant.

The **Shipping List** is organized by **Tracking number** — if items are missing check the tracking number field in **Shipping Status** for errors or extra spaces.

