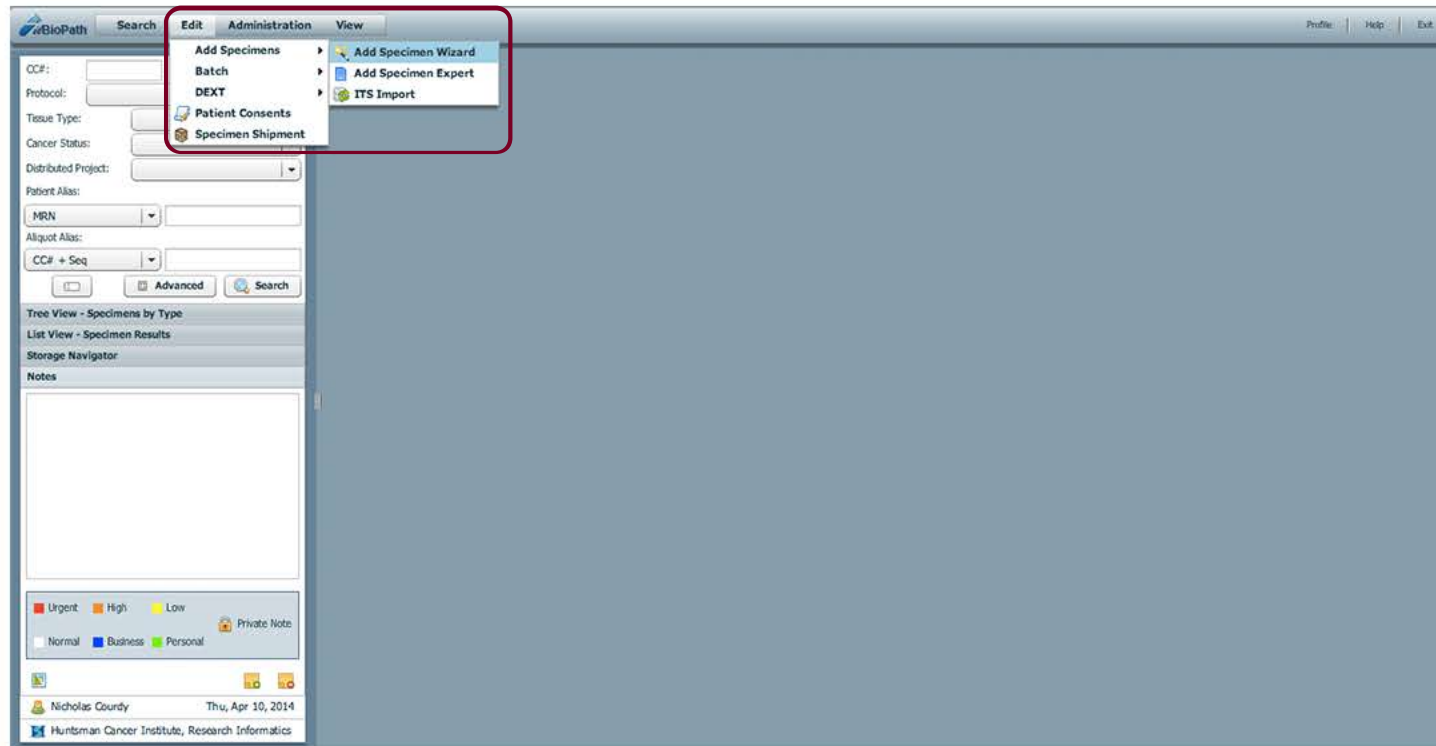# itBioPath

HOW-TO

Adding a Specimen

To add a specimen into itBiopath, navigate to
Edit > Add Specimens > Add Specimen Wizard.
This will launch the wizard.

The first step of adding a specimen requires associating a protocol from the drop down menu. Associate a project to the new specimen by clicking the 'Add Projects' button. When all the information is correct, click 'Next'.

The next step requires choosing the correct associated collection alias from the drop-down menu. Fields with a red asterisk are required. The 'Institution collected from' field is an example of this. Once all required information is correct, click 'Next'.

ADDITIONAL INFORMATION

CC#: [ ] ☐ Assign manually?

Tissue (Collection Site): Blood

Tissue (Histologic):

Tissue Cancer Status:

Specimen Type: Blood Product

Blood Product Type:

Specimen Classification:

Laterality:

Received Date: 04/08/2014

Procurement Time (min):

Expiration:

Collect Prep Type: Fresh

Status: Available

Status Date: 04/08/2014

Specimen Alias(es):

Alias Type	Alias

Specimen Comments:

Quality Notes:

Protocol/Project
Patient/Collection
▸ Additional Information
Specimen Storage

Enter in all additional information for this new specimen.

In order to add specimen aliases, click the add button. Continue to click this button until the correct number of aliases have been added.

In order to remove aliases, first select the alias you wish to remove then click the delete alias button. Continue this process until all relevant aliases are removed.

Step 3 of 4

⟸ Back   ⟹ Next   Cancel

The 'Additional Information' step includes specific information about the specimen. Set the appropriate information by choosing from the various drop-downs.
Add a specimen alias by clicking the ⊕ icon.
When all information is correct, click 'Next'.
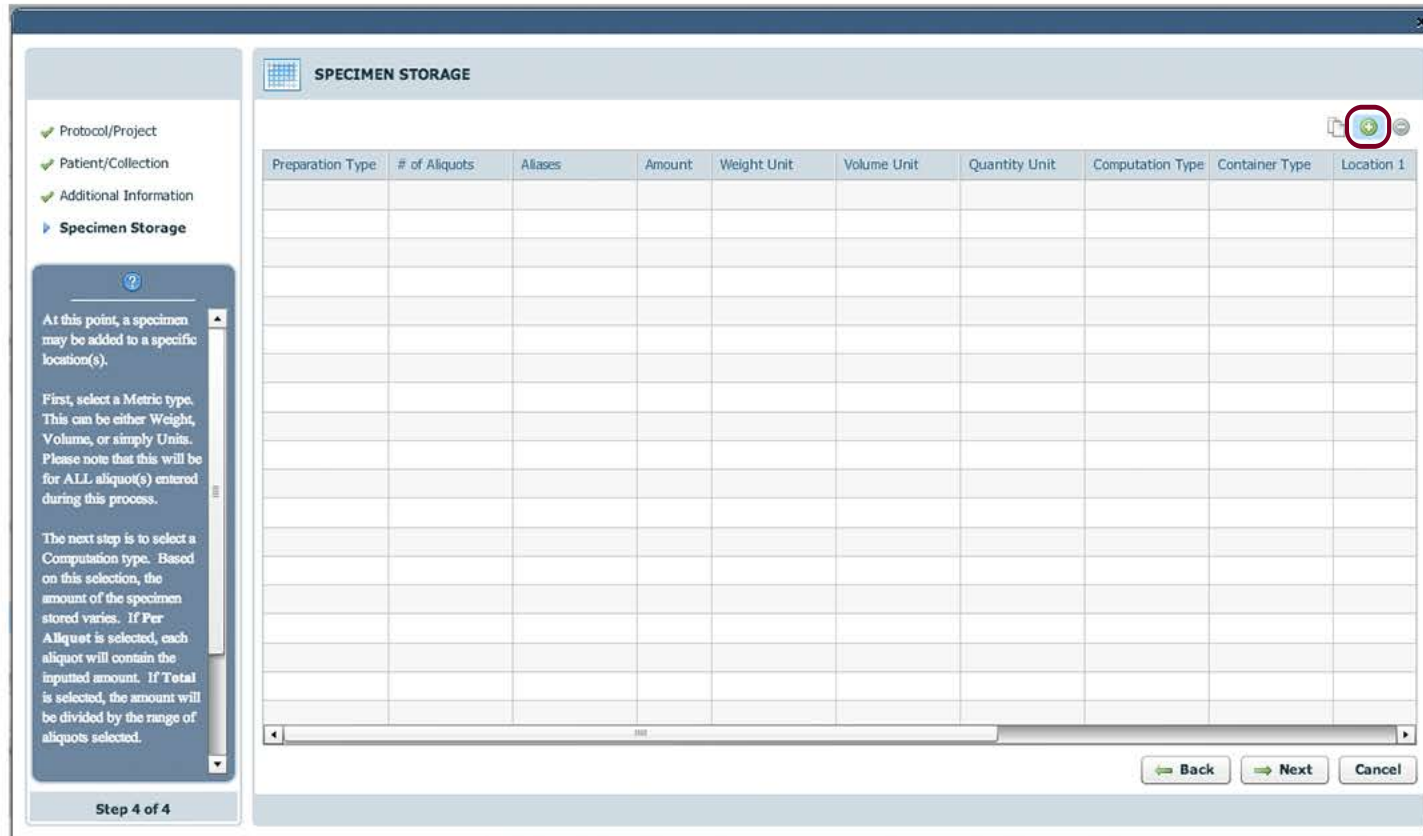
The 'Specimen Storage' step includes what freezer the new specimen will be stored. Click the ⊕ icon to open the 'Add Storage' window.

The 'Add Storage' window includes the quantity of the specimen collected and the # of aliquots to store. Allocate the correct freezer, box, and location by choosing from the Location drop-down. itBioPath will automatically choose the next available open spots to store the aliquots. Aliquots will be stored together by choosing 'Sequential'. Arrange them manually by clicking 'Manual' and then click 'Update Selections'. Once all the information is correct, click 'Update'.

Once the storage information is updated, the 'Add Storage' window will close and the newly entered information will be visible. Review the accuracy of the information. If the information is correct, click 'Next'.

The 'Specimen Summary' gives an overview of all the information just entered. If all of the information is correct, click 'Save'. The wizard will close and open the newly created specimen in a specimen window.
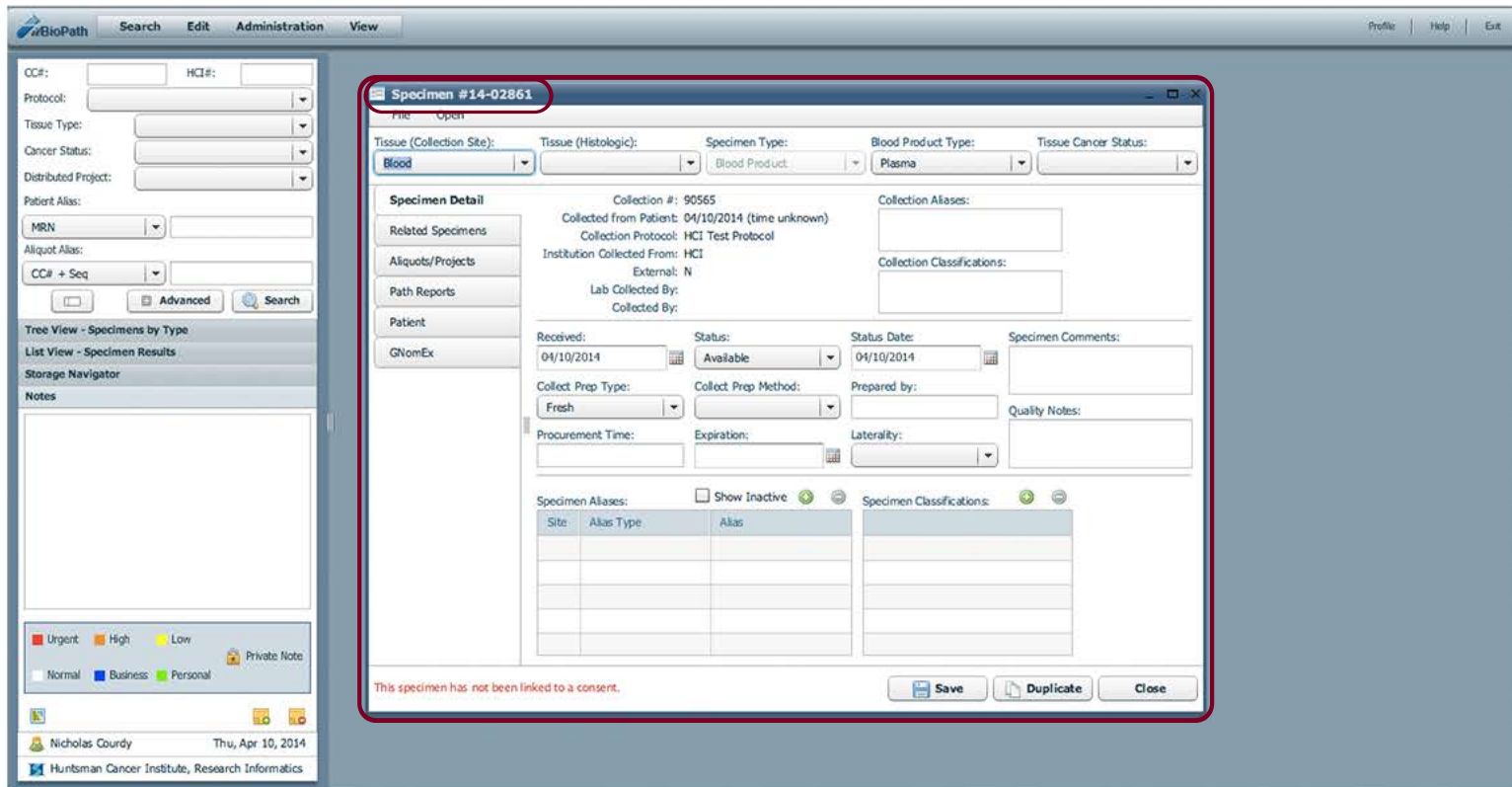
The newly created specimen window will display the CC# itBioPath assigned to the new specimen. Continue to add more information about this particular specimen.
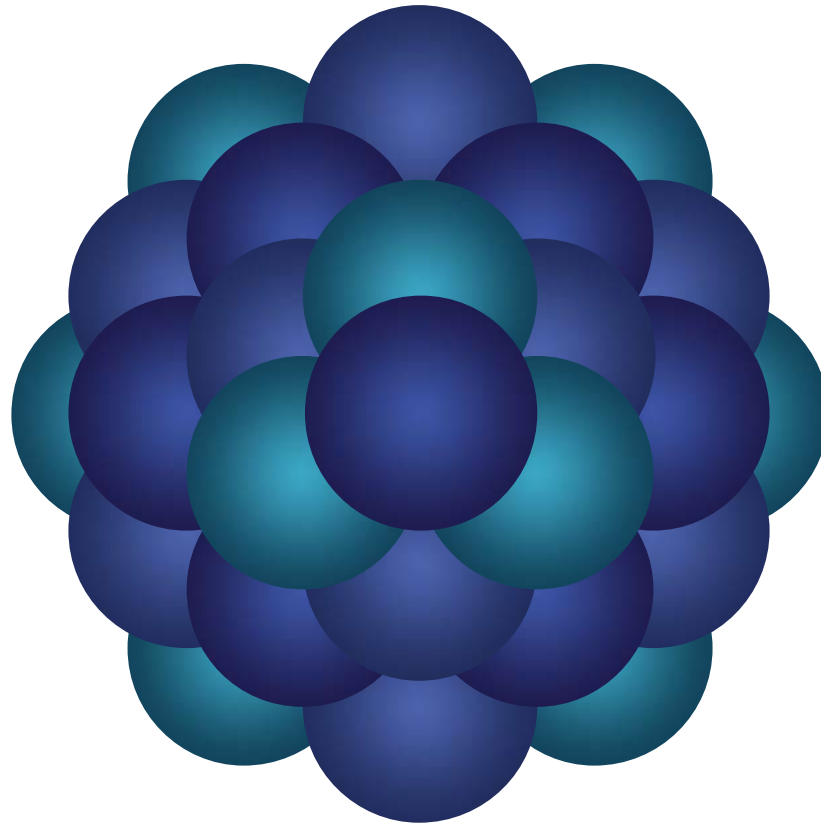
Questions?

Email 'Informatics - itBioPath Support' email group